



QUEEN'S

JOB DESCRIPTION

Job Title:	Cotlake Boarding Resident Assistant Year 3 to Year 7 House
Hours:	Full Time/ Part Time/ Weekends - Term time only
Responsible to:	Houseparent and Head of Boarding
Functional Links With:	All boarding staff, academic staff, estates/maintenance department, finance department, medical centre

Job Purpose:

To support the Houseparent in the running of the boarding house.

Main Duties:

- To promote and demonstrate the House Values at all times, acting as a role model to staff and pupils.
- To carry out duties during the week and weekend, as reasonably directed by the Houseparent. Typically, during the week (Monday to Friday) this will be 2 morning and 2 evening duties.
- Attend house staff meetings.
- Attend house events at the discretion of the Houseparent
- Attend events, trips and activities that are carried out as a whole boarding community, as required.
- Help at the start and end of terms to welcome students and parents. to ensure suitable staffing is in place, when necessary.
- Support the integration of students into the House and promote the ethos of the House.
- Liaise with parents, carers and guardians, as required.
- To assist with evacuation procedures in the event of a fire as directed by the Houseparent.
- Take on minor regular administrative tasks within the house at the discretion of the houseparent. These could usually be completed as part of a duty day. Examples may include: doing a room check, updating information on notice boards.
- In conjunction with the Houseparent be prepared to liaise with other boarding and academic staff, the medical staff and parents in relation to the pastoral well being of students.
- To inform the Head of Boarding when they will not be present overnight in the house.
- Complete the appropriate google form for overnight guests during term time.
- To participate in the boarding appraisal process with a commitment to complete appropriate training.

- Ensure compliance with all required Security, Health and Safety, and Child Protection procedures required by Queen's college; including ensuring that proper and effective supervision of the boarders is active at all relevant times.

There will be an expectation to take on responsibility within the day to day school life. The role will depend on the experience and skills of the successful applicant.

Child Protection and Safeguarding:

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: June 2026

This job description is current at the above date. In consultation with the post holder, it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Skills and experience

- Previous experience within boarding is preferable
- Excellent communication skills, oral, written and in the use of ICT
- Excellent organisational skills
- Demonstrates consistently high standards of personal and professional conduct
- Flexible and imaginative with a well-developed sense of humour
- An ability to multi task, when necessary
- A willingness to commit to training and development
- Excellent interpersonal skills with the ability to build a positive rapport with boarders and their parents
- Driving licence desirable
- Ability to offer a contribution to the wider community