

Warwick Schools Foundation

Information for Applicants

Job Title Boarding House Supervisor

To start 4 January 2027

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Boarding House Supervisor.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Boarding House Supervisor to help a busy and thriving Boarding House with the care of the boarders.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



Warwick Schools Foundation

Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resouce Centre, a modern and completely refurbished gym and a beautiful garden.





Job Description

Post Title:
Boarding House Supervisor

Hours of Work:
32hours per week, Mon-Thurs 8am-2pm, Fri 8am-5pm

Salary – Foundation pay scale point 16
Actual salary is equivalent to £18,778 per annum (FTE : £25,368)

Location
On Site

Start Date
4 January 2027

Reporting Lines
The post holder will report to the Deputy Head Pastoral and Wellbeing

Purpose of this Job Description
The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities
• Please see overleaf.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons
In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety
As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Job Description

The Post

Introduction

The main role of the Boarding House Supervisor is to be responsible, together with the House Parents, for the care of the boarders while they live in Way House by providing practical assistance and pastoral support. They are an essential adult presence in the House with their main role being to deliver pastoral and health care to the boarders, helping to create a happy and healthy house. They are also required to liaise with and support the maintenance staff and those in the Medical Centre, Laundry and wider professional services.

The Boarding House Supervisor should have an awareness of, and be familiar with, the National Minimum Boarding Standards, the Boarders' Guide, The Parents' Handbook and the School's policies and procedures for Health and Safety, countering bullying, substance misuse and child protection (including the Missing Pupil Policy). They should also have the HSE First Aid at Work qualification (training is available for this).

Key Responsibilities

Pastoral

- Meet with all new boarders during Induction in September and assist with their transition into boarding life.
- Provide a support and understanding to the boarders in the House and be able to deal with any challenging tricky personal or social issues between resident students.
- Take an interest in, attend and support the organisation of Way House functions including: The Mid-Autumn Festival, Christmas Dinner, Chinese New Year and the End of Year Barbeque

Health:

- Ensure that the boarders get proper medical treatment and inform the House Parents of any incident or concern about the wellbeing or treatment of boarders
- In conjunction with the Medical Centre, collate medical records and medication lists for new boarders and be aware of the boarders' individual health conditions and allergies
- To check with each boarder, at the start of each term, what medication they have brought back to School with them, and log / store it appropriately as per the KHS Boarding Medical Policy.
- To keep up to date records of the medical history of, and treatment administered to, all boarders in the House, and ensure they are stored securely
- To ensure the care and monitoring of boarders who are too unwell to attend school
- To liaise with the Medical Centre and GP over referral of boarders and their subsequent treatment and to give first-aid treatment as appropriate.

Laundry

- To ensure all boarders regularly send and collect their washing from the Laundry
- To liaise with the School Laundry in regard to laundry and dry-cleaning requirements.
- To ensure that all boarders clothing is named accordingly.
- To be responsible for the regular change of bed linen.

Maintenance and house management

- To manage and direct the work of the housekeeping staff.
- To supervise the 'spring' clean of the house both at the start and end of each holiday and prepare the House for any Lettings. The Boarding House Supervisor is expected to work for up to 3 weeks outside of term time – with up to 3 days at the end of each term, and up to 2 days at the start of each term.
- To oversee the general tidiness of the House and the boarders' bedrooms
- Together with the House Parents, to supervise packing and tidying at the end of term.
- To deal with all lost property.
- To order through the House Parents cleaning materials for the Boarding House and Laundry, and to sign invoices along with House Parents as necessary.
- Liaising with the House Parents for the upkeep of all bedding, bed linen and soft furnishings and repairing / re-ordering as necessary.

Person Specification

	Essential	Desirable
Qualifications	• Competent English Language skills • Basic key skills	
Experience/Knowledge	• Working with young people	• Working in a residential environment
Skills/Abilities	• Familiarity with Microsoft Office packages • Able to work effectively as both part of a team and individually	• Communication skills, both verbal and written (email) • First Aid Qualification
Personal attributes		
Safeguarding Children, Young People and Vulnerable Adults	• Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: Monday to Thursday 8am-2pm, Friday 8am-5pm

Working weeks: 38 weeks per year (Term time plus inset plus 13 days)

Pay Banding: Point 16

Other benefits:

- You will be opted into the Foundation pension scheme.
- Employee Assistance Programme.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- A strong, supportive staff community.

Appointment Method
An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion
The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission of applications : Monday 23rd November 2026

Interview date: week commencing Monday 30th November 2026

Warwick Schools Foundation

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Warwick Independent Schools Foundation, a registered charity, number 1088057
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Registered office: Warwick School, Myton Road, Warwick CV34 6PP