

# EPSOM GIRLS GRAMMAR SCHOOL

## JOB DESCRIPTION

**POSITION:** House Manager of Epsom House

**NAME:**

**TENURE:** Fixed term

**RESPONSIBLE TO:** Director of Epsom House

**FUNCTIONAL RELATIONSHIPS WITH:** Working relationships with: Deputy Principal with responsibility for Epsom House, Epsom House Administrator, Accounts' Department, School Deans/Guidance Staff and in-house Counsellor, Epsom House Supervisory Staff and Night Supervisors, Chef and Catering Staff, Tutors, Maintenance and Cleaning Staff.

Key performance Areas	Expected outcomes and performance indicators	Comments on performance
<b>Management Responsibilities</b>  1. Human Resources	 1.1 Establish positive, respectful relationships with staff 1.2 Ensure students are supervised while in the House. 1.3 Ensure that House procedures are implemented and adhered to by all staff. 1.4 Maintain a safe environment for all staff. 1.5 Monitor staff and conduct staff induction following recruitment and oversee the rostering of staff and relief staff. 1.6 Assist Director in the completion of staff appraisals. 1.7 Assist Director in organising a programme of staff professional development. 1.8 To attend weekly staff/management meetings.	

	<p>1.9 To assist the Director in any other matters associated with human resourcing and to act as Deputy Director in Director's absence.</p>	
2. Student Support/learning	<p>2.1 Establish positive, respectful relationships with students and parents.</p> <p>2.2 Ensure that the emotional, physical and health needs of students are met.</p> <p>2.3 Maintain a safe environment for students.</p> <p>2.4 Assist Director/Prefects/House Leaders in the planning and organization of the orientation of new students, social events and activities, completion of EOTC documentation.</p> <p>2.5 Assist the Director in any other matters associated with Student Support.</p>	
3. Administrative	<p>3.1 Assist Director in managing financial systems, budget and petty cash.</p> <p>3.2 Assign administrative tasks to staff to complete.</p> <p>3.3 Complete day to day administration for efficient running of the Office.</p>	
4. Property	<p>4.1 Work with Director to keep an up-to-date maintenance schedule for property management</p> <p>4.2 Assist Director in any other matter associated with property management.</p> <p>4.3 Assign housekeeping tasks to staff to complete.</p> <p>4.4 Work co-operatively with other staff in matters pertaining to house-keeping duties.</p>	

5. Communication	<p>5.1 Assist Director in the preparation and co-ordination of surveys, reports and term newsletters.</p> <p>5.2 Assist Director in any other matters associated with communication.</p>	
6. Epsom House Vacations	<p>6.1 Assist Director with the marketing of Epsom House vacations as a business, by communication with organisations – researching organisations, sending out promotional material, promoting a positive image of Epsom House.</p> <p>6.2 Take responsibility to meet and take potential clients around Epsom House.</p> <p>6.3 Support the Director and Epsom House Staff during vacation time - in the preparation of groups taking accommodation at Epsom House, as required during a groups' stay, and in the close-down after groups leave.</p>	
7. Relationships with the School	<p>7.1 Work to ensure good relationships with School staff in the recognition of Epsom House's part in the school.</p>	
8. Strategic Leadership	<p>The House Manager of Epsom House will work to promote an environment of continuous improvement.</p>	

**Date of Job Description: August 2021**