

Candidate Pack

House Coordinator

January 2026



About Us

Godolphin is a distinguished school with an extraordinary legacy spanning nearly three hundred years. Our school provides an inspiring environment for learning, discovery and personal growth, welcoming young people aged three to nineteen years. We embrace a holistic approach to education, emphasising curiosity, intellectual growth, practical skills and critical thinking.

Our progressive philosophy reflects our commitment to fostering an inclusive and diverse educational environment, equipping all pupils for the challenges and opportunities of modern society.

In an exciting development, Godolphin has recently moved to co-education, welcoming boys into our community. We believe this change will bring numerous benefits, including greater diversity of thought, enriched collaborative opportunities and better preparation for pupils for the realities of life beyond school.

At Godolphin, we strive to cultivate a culture of excellence, empowering every young person to explore their talents, broaden their perspectives and unlock their full potential.

Our core values - ambition, authenticity, courage, and kindness - are embedded in every aspect of school life and form the foundation of our empathic culture. Our mission is to support every pupil on their journey to adulthood, providing them with the skills and resilience necessary to confront life's challenges and make a positive impact on the world. Godolphin offers all young people the opportunity to explore and develop their own personal narrative.

Godolphin is part of United Learning, a large and growing group of schools aiming to offer a life-changing education to children and young people across England. United Learning is now a diverse nationwide group of over 85 state and 14 independent schools, each with its own unique character and ethos. While the founding independent school group is now smaller than the academies side, the Group is very much a partnership of equals and the fundamental aims are the same – beginning with excellence in education for children and young people.

As a large group of schools, United Learning (the Group) believes it can offer more to staff, pupils and the wider community than Godolphin could provide as a standalone school. With common 'back office' systems for finance, HR and management information as well as central procurement and specialist estate management and HR support, the Group offers efficiency and effectiveness while also adding significant value in supporting schools and helping them to accelerate progress.

Co-educational from
2025



87%
University
of choice



Digital
Learning



"One of the most welcoming, utterly transparent, genuine and delightful schools, Godolphin is refreshingly down to earth. Parents work hard to send their children here and greatly value the opportunities it has to offer" Talk Education 2024

Extensive
bus routes
and only
1 hour
from
international
airports



Future
Skills
Programme



Mixed sports
from September 2025

Athletics
Basketball
Cricket
Running
Football
Hockey
Lacrosse
Tennis
Swimming



"Surround-sound
pastoral care"
Good Schools Guide



A-level
Politics
from
Sept.
2025



Bright
Futures
Careers
Programme



 **United Learning**
The best in everyone™

Scholarships
Academic
Art
Drama
Music
Sport

Average
value
added
+1.5
Grades
Biology
PE
A-level 2024

Duke of
Edinburgh's
Award



Godolphin
Alumni
Network



25 years of
Combined
Cadet Force



LEITHS
ACADEMY



Australia
and Chile
exchange programmes



"Pupils of all ages, needs and abilities demonstrate excellent attitudes to learning and are engaged and productive in lessons and clubs. This exemplary, positive approach comes naturally to them due to the studious and collaborative ethos in the school" ISI report 2023

77%
A*-B
A-level 2024



Average
value
added
+1.5
Grades
Biology
PE
A-level 2024

Under-19
Lacrosse
2nd of 48
at National
Schools
Championship
2024



52%
A*-A
A-level 2024

A-level 2024

International
university
places

Tufts
UNIVERSITY
ie
UNIVERSITY
Madrid

"Surround-sound pastoral care," agree parents, "woven throughout school life." Highly nurturing and inclusive environment, in which pupils are genuinely known and appreciated as individuals by everyone from SLT to catering staff. "The personal touch stands out" Good Schools Guide 2024

87%
University of choice
A-level 2024



25 Years of
Combined
Cadet Force



20%
HM Forces
discount



Scholarships
Academic
Art
Drama
Music
Sport

Future
Skills
Programme



TE Awards for
Innovation in
Education
2024 Winner



LEITHS
ACADEMY



100%
A*-A
Biology
Economics
PE
A-level 2024

A-level 2024

 **United Learning**
The best in everyone™

Mentoring,
Leadership
and
Volunteering



Bright
Futures
Careers
Programme



A-level
Politics
from
Sept.
2025



Godolphin
Alumni
network




University destinations

University of Oxford
University of Cambridge
Royal Holloway London
University of Nottingham
University of St Andrews
Durham University
UCL
University of Exeter
King's College London
University of Warwick
The University of Edinburgh

Scholars'
Programme



"Pupils of all ages, needs and abilities demonstrate excellent attitudes to learning and are engaged and productive in lessons and clubs" ISI Report 2023

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has multiple windows and a central arched entrance. A flag with a crest is flying from a pole on the left side of the building. The text is overlaid on the lower half of the image.

**“Pupils of all ages have
exceptionally positive
attitudes to learning, they are
extremely aspirational for
themselves and ambitious for
those around them”**

ISI Report 2023

The Department

There are three houses at Godolphin, two are boarding houses:

Walters, Sixth Form Boarding House.

Cooper, Boarding House for all other boarders plus a base for Day Pupils in Years 9 to 11

Nelson, Day House for Years 7 and 8

Each boarding house team has a resident tutor, houseparent, and Head of Year, depending on the number of pupils. Some houses have a matron.

Boarding is a real strength at Godolphin, and we are keen to build on our existing success. We offer flexi, mid-week, weekly and full boarding, and it is our flexibility which parents appreciate.



The Role

Hours	37.5 hours per week term time + 2 weeks Fixed term – January 2026 to July 2026
Salary	Salary £26,248 FTE (pro-rated for part-year)

We are seeking to appoint a House Coordinator for our Senior Boarding House. The successful candidate will be responsible for the day to day running of the House and will work with the rest of the Boarding Team to market boarding at Godolphin to both prospective and current pupils.

The House Coordinator's main purpose is to strive to create and maintain a stable, safe, stimulating and happy environment for the Boarders and Day Pupils in their care.

The House Coordinator is expected to fully support the ethos and values of Godolphin in all internal and external relationships in order to foster and develop Boarding as an integral element of the School and its community.

As part of the United Learning Trust, we offer great benefits to our staff, including free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, and Cycle-to-Work scheme.

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – pupils, staff, parents and the wider community.



Job Description

Role	House Coordinator
Reports to	Head of Boarding
Department	Boarding
Relationship	
The post holder is accountable to the Head of Boarding in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

Purpose of the Role

The postholder is responsible for the general welfare of the students within the House including providing pastoral, medical and domestic support, and to care for the general well-being of the students. To be generally supportive and understanding of students' day-to-day needs. To have responsibility for ensuring that students with any specific needs or disabilities are cared for appropriately and sensitively. It is the House Coordinators responsibility that the House be maintained to a satisfactory standard in domestic terms, in respect to cleanliness, tidiness and repair.

Duties & Responsibilities

Duties & Responsibilities

Pastoral

- Be responsible for and promote the general health and well-being of the students
- Safeguard and promote the welfare of students. Pay particular attention to the new students to help them settle in the house
- Monitor students' daily routines. Follow up absences after morning and lunchtime registration in liaison with Reception
- Provide adult supervision in the Houses during the day and to ensure the smooth running of the day.
- Assist with monitoring of students' behaviour within the houses and alert Head of Boarding regarding areas of concern
- Respond to parental enquiries in connection with routine House matters
- Liaise with parents and the appropriate School staff concerning domestic, welfare and medical matters in consultation with the Houseparent
- Contribute to induction arrangements for new students joining the Houses and resolve any settling-in problems

- Maintain clear and accurate records of any pastoral issues and relay them to the Houseparent
- Ensure students adhere to school dress code and that their uniform is in a good state of repair
- Record travel arrangements for the weekends, Exeats and holidays
- Liaise with Admissions about weekly tours timetable and touring prospective parents
- Maintain the electronic house diaries

Medical

- Refer medical matters to the Health Centre and liaise closely with the Health Centre to share any health concerns
- Play an active role in promoting positive mental health of students in the houses and assisting students to build resilience to the strains which life in a busy school can create
- Administer medications in accordance with medical policies or as prescribed by the doctor
- Respond to and manage medical emergencies as well as routine appointments, escorting students if necessary
- Attend First Aid training
- Ensure supplies of medical items are maintained in a safe and secure manner in accordance with medical policy
- Keep in-house medical files and accident records up-to-date, and ensure that the computer record is up to date
- Be available to escort boarders to the doctor, dentist or other related appointments as required

Domestic

- In consultation with the Head of Boarding, oversee cleaning at the start and end of each term, including liaising with the Housekeeping Manager and briefing them on any outstanding matters affecting the Houses
- Before the start of term ensure that the rooms are labelled and bedrooms and the Houses are ready to welcome the students
- At the end of term ensure that all students have cleared their rooms and communal areas of all personal possessions and clothing. After students have left, clear the Houses of the students' belongings and manage lost property. Check pillows, mattresses, curtains and beds for wear and tear and report to Housekeeping manager. Check the houses for any maintenance repairs and report to maintenance
- Oversee students' laundry and encourage students to take a positive initiative in respect to their appearance. Management of lost property
- Ensure laundry room is labelled up at the beginning of term for all boarders
- Oversee weekly gathering of clothes to be sent to school laundry and check that it is named
- Put the laundered clothes out in laundry room when it returns to House

- Carry out checks of all bedding, furniture, fixtures and fittings at the end of each term and advise on replacement of these items as required
- Be available for periods prior to and at the end of term to supervise the preparation and clearing up of the Houses
- Liaise as required with the Director of Finance & Operations and Housekeeping Manager over the performance of cleaning staff
- Liaise with the Estates Manager over day-to-day issues of maintenance

Health & Safety

- Carry out H&S and checks as designated by the Head of Boarding to comply with H&S policies at all times. Responsibility for ensuring that all electrical equipment within the Boarding House is properly maintained and that all occupants are briefed on the safe use of electrical equipment. Responsibility for ensuring that all portable electrical equipment within the Boarding House is made available to the Maintenance Department during the Annual PAT testing process. Responsibility for ensuring that all portable electrical equipment brought into the Boarding Houses is put out for PAT testing provided by the School before it is allowed to be used in the Houses
- Responsibility for identifying the need for replacement or new furniture within the Boarding House and ensuring that the request for such furniture is discussed and agreed with the Head of Boarding and then potential financial consequences and final requisition discussed with Finance
- Fire marshalling duties as required. Routinely check fire equipment, safety apparatus and escapes and report all faults immediately
- Maintain the fire logs as appropriate
- Keep records of reported accidents

General

- Meet with Head of Boarding on a weekly basis to ensure smooth running of the House and liaise with domestic staff attached to the house
- Attend weekly meetings with the house team
- Maintain accurate and up to date student records
- Provide cover for other House Coordinators if required
- Assist with preparation for, and attend House functions
- Be available for training sessions both during term-time and at the start and end of each term as required
- Attend the INSET at the start of every term
- Carry out other duties as deemed appropriate by the Head of Boarding or the Head
- Support the Head of Boarding with finance issues, purchase requests, and house card expense claims
- Keep house supplies up to date, shopping for biscuits / treats/ spare toiletries / end of term closings
- Look after and order house supplies for food, crafts and activities
- Maintain a record of flexi boarders
- Submit recharges for flexi boarders to be recharged on end of term bills

- Liaise with transport providers with regards any coach bookings
- Liaise with transport providers and book occasional school bus travel required for full boarders
- Support and contribute to Care and Tutor meetings, making visitors to the House welcome with tea etc.
- Collate registration lists (lunchtime, breakfast & supper, weekend, and firelists) and file after completion
- Take lunchtime registration and then submitting information into school registration system
- Respect information, given that you will have access to information, which is confidential to students, parents and staff

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
 - **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
 - **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
 - **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
 - **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the IT, Data and Transformation Manager at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Application Form
	First Aid qualification	Desirable	Original Certificates
Work Experience	Experience working with children	Essential	Application Form
	Previous experience in an education setting	Desirable	References
	Previous experience in Independent Schools	Desirable	
Communication Skills	Excellent communication skills in all forms	Essential	Application Form
	Accuracy and attention to detail	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
IT Skills	Efficient and effective all round IT skills	Essential	Person Specification Statement
	Ability to work with all MS Office applications	Desirable	
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form
	Excellent interpersonal skills and a high level of discretion	Essential	
	Proactive, able to think laterally when required	Essential	
	Demonstrable empathy and understanding	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Ability to work independently whilst being an effective team player	Essential	
	Good sense of humour	Desirable	
	Full clean driving licence/able to drive a minibus	Desirable	Driving Licence check



HOW TO APPLY

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **07 Dec 2025**. This vacancy will close as soon as sufficient applications have been received. Interviews will take place during the recruitment process.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.



Helpful Links

Godolphin Website - <https://www.godolphin.org/>

Work with us - <https://www.godolphin.org/community/vacancies-1>

Staff profiles - <https://www.godolphin.org/school-life/staff-list-1>

Prospectus - <https://www.godolphin.org/admissions/prospectus>



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Nov 2025

Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.