|  |
| --- |
| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
| Issue No.: 01 | Document Number: STAN: ACC7 |
| Issue Date: 12th May 2014 | Originator: Hanna Claydon |
| Version: 05 | Responsibility: Hanna Claydon |
| Reason for version change: Review & Update | Dated: 15 June 2020 |
| Authorised by: Wayne Marshall Date: 15 June 2020 | Wayne SignatureSignature |

**1.0 Introduction**

The role of the House Manager is complex and of great importance within the college. It is therefore essential that new House Managers are given a thorough induction and continue to be supported during their first year in the college.

**2.0 Induction process**

**2.1 Induction - part 1**

All new House Managers will receive an induction based on the programme in Appendix 1. Most of this will be delivered by the Deputy Director and any specialist training such as First Aid and Fire will be taken with external organisations.

**2.2 Induction – part 2**

All new House Managers will shadow an existing House Manager while he/ she completes all the tasks that are involved in the role (see House Manager job description).

All new House Managers will then carry out cleaning and cooking in one of the halls run by an existing House Manager, under the supervision of the existing House Manager. Any concerns about the new House Manager’s ability to do the job should be communicated to the Deputy Director by the existing House Manager within 24 hours. The Deputy Director will then address these concerns with the new House Manager. The existing House Manager who is demonstrating to and supervising the new House Manager will record what was done on each session and send this information to the Deputy Director.

One of the existing House Managers will then be chosen to show their files and paperwork to the new House Manager. The new House Manager will be asked to set up their own files that reflect the structure of those in other halls.

**3.0 Mentoring programme**

Once inducted, the new House Manager will then move on to the House Manager mentoring programme. Please see House Manager mentor programme document.

**Next review of policy:** August 2020

Appendix 1 Induction programme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  |
| HR documents and induction with HC PM – shadow HM   | Session with HC on National Minimum Boarding Standards, policies and House Manager handbook, logbooks and weekend supervision PM – Shadow HM    | Session with Accounts  | Health and Safety in halls with HC PM – Shadow HM cooking (to get familiar with the hall and students) | COSHH online training Safeguarding training with Helen (plus welfare and Tier 4) 11am – 12pm PM – Shadow HM cooking (to get familiar with the hall and students) |
| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday** | **Friday**  |
| First aid training  | Food hygiene online training   | Food Standards AgencyAllergen training PM – cook dinner with HM | Fire training  | Online shop ready for new term/week PM – Shadow HM cooking |