



Job Description: Lincoln City Football Club Academy Head of Boarding.

Department	Academy
Job Title	Academy Boarding Supervisor
Contract type	Casual
Hours	As required to complete the demands of the role
Responsible for	Academy Boarding & Pastoral Care
Responsible to	Head of Boarding
Location	Lindum View Boarding House plus operational venues subject to the demands of the role
Regular working hours	The post holder will be expected to work unsocial hours as part of an irregular working pattern. The role will normally cover weekends (Friday-Sunday) Annual leave is strictly restricted within key days.

Key Duties and Responsibilities	
<p>The post-holder(s) will support the management of the operation of the Scholar Boarding House and will play an active role in supporting each Scholar's pastoral care and academic requirements including but not limited to;</p> <p>Dynamic, forward-thinking, and outward-looking support of the Boarding House.</p> <p>Supporting the development of Boarding which supports the philosophy, aims and policies of the Club, and promotes a high level of achievement in all areas of the Scholar's life.</p> <p>Verbal communication skills to ensure that parents/guardians are well informed about the Club's Boarding policies and all aspects of the care and welfare of the Scholars.</p> <p>Supporting the routine for the Scholars at the Boarding House to include morning/evening/meal and study-times.</p> <p>Management of the cleaning and maintenance within the Boarding House.</p> <p>Planning and creation of weekend menu (in consultation with Sports Scientist) considering individual dietary requirements within agreed budget.</p> <p>Purchasing, preparation and cooking of meals ensuring the quality and portion sizes for a professional athlete</p> <p>Ensure the highest standards of hygiene during preparation and cooking of meals in line with the food standards agency recommendations.</p> <p>Ensure the Club's compliance with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Academy Safeguarding Lead (LMS & LCFC) in preparation for any ISI, EFL, United Learning, PGAAC or external inspections.</p> <p>Be familiar with, and develop further, a working knowledge of relevant legislation including the Children's Act, Child Protection Act, Human Rights Act, Health & Safety at Work Act and the legal rights of children/young people.</p> <p>Ensuring a visible and active presence in the Boarding House in order to develop an appropriate professional and supportive relationship with all Scholars.</p> <p>Keep the Academy Safeguarding Lead and other appropriate Academy Staff informed of pastoral issues relating to any player in the Boarding House, and manage these in conjunction with the Academy Safeguarding Lead.</p> <p>Inform and consult with the Academy Safeguarding Lead/Academy Manager of serious player breaches of discipline or good conduct and maintain a record of any significant incident, including potential disciplinary outcomes.</p> <p>Ensure that medical matters are dealt with appropriately in line with Lincoln City SOP Protocol and Practices, liaising with the Academy Head of Sports Science & Medicine, Club Doctor and the Scholar's parents/guardians as appropriate.</p> <p>Ensure that all appropriate registration/attendance/absence records are kept for all Scholars including clear whereabouts of Scholars during weekends.</p> <p>Liaise with the Academy Operations Manager/ Health & Safety officer to carry out risk assessments in order to ensure that all matters related to the safety, welfare and security of the Scholars are fully met.</p>	



Liaise with the LMS Estates Team and Site Supervisor in all matters relating to the maintenance of the Boarding House.
Attend relevant Lincoln City FC and Lincoln Minster School meetings as required.

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, road tax and relevant insurance if they are intending to do business mileage for Lincoln City FC. It is the employee's responsibility to ensure up to date documentation is provided to the Club.

Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.