



AFRICAN SCIENCE ACADEMY

HOSTEL GUARDIAN



“

Science and technology
can have an
extraordinary impact.
We want to help drive
Africa's development by
inspiring and unleashing
the next generation of
female scientists and
engineers.

”

Tom Ilube CBE, Chair of African Gifted Foundation and Founder of African Science Academy. Tom is a technology entrepreneur and educational philanthropist. He is currently CEO of Crossword Cybersecurity, Board Member of the BBC, Advisory Fellow of St Anne's College, Oxford, Honorary Fellow of Jesus College, Oxford. In 2017, he was voted Britain's most influential person of Afro-Caribbean descent

The mission of ASA is to educate a generation of brilliant young women and develop Africa's future STEM leaders who will transform their continent.

A message from the Chair of African Gifted Foundation Ghana

As Chair of the African Gifted Foundation Ghana (AGFG), I look forward to welcoming an outstanding Administration and Communications Officer who will play a key role in helping to manage non-academic life at the school.

I am very proud to be part of the African Science Academy (ASA) and to lead AGFG. ASA students are some of the most exceptional young women I have come across and I truly believe will go to make a profound impact in Ghana and across Africa.

In just a few short years, ASA has developed an enviable reputation. We have hosted leading academics, entrepreneurs, politicians, authors and executives from across Africa and around the world.

We have identified and educated over 100 outstanding, gifted young African women from across the continent and, after studying at ASA, almost all of them have been awarded full scholarships to study at leading universities worldwide.



Over the next few years, we will expand the school to provide a platform for a whole generation of incredibly gifted young women from all across Africa to launch their careers in science, technology engineering and mathematics.

By joining ASA, you will have the opportunity to be part of this exciting vision and help us develop Africa's future STEM leaders.

Rosalind Kainyah MBE

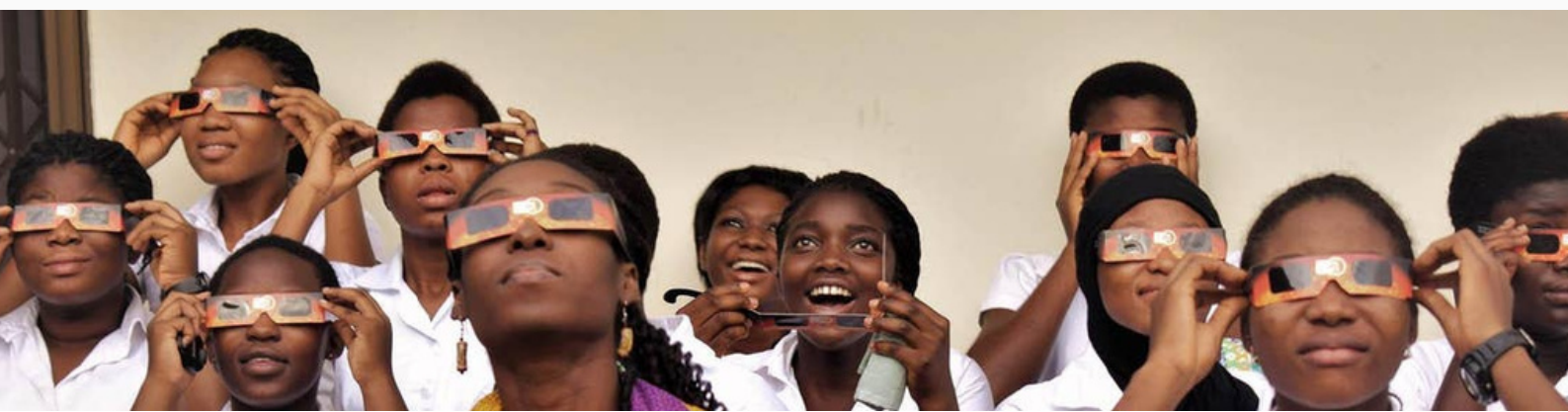
About African Science Academy

The African Science Academy (ASA) is a private, not-for-profit school, founded in 2016 by UK-based charity, the African Gifted Foundation (AGF) to provide brilliant young African women with a world-class STEM (Science, Technology, Engineering and Mathematics) education. ASA was founded on the core belief that science and technology will drive Africa's reinvention. We believe that women and girls should be at the forefront of this reinvention and will lead Africa's STEM future. The school is the brainchild of Educational Philanthropist and Technology Entrepreneur, Tom Ilube CBE - Chair of the African Gifted Foundation and Founder of the African Science Academy.

ASA develops the potential of gifted students and provides them with the support and confidence they need to be future STEM leaders. We scour the continent for Africa's brightest young women (generally aged 15 - 21 years old) and select 50 outstanding students to join us for an intense one-year STEM programme. In just one academic year, our students study the Cambridge International A-Levels in Maths, Further Maths and Physics. Alongside this, our students study robotics, computer programming, a range of extra-curricular activities and are instilled with the skills they need to become leaders in their fields.

Our students also hear from and have access to a range of high-profile speakers at our weekly guest speaker series. Through our speaker series, we aim to inspire our students to become innovative leaders who will go on to transform the continent. Speakers have included leading academics, entrepreneurs, politicians, authors and executives from around the world.

Our students are truly exceptional and 90% receive full scholarships to attend leading universities across Africa and around the world. We are seeking an exceptional School Administration Manager to take charge of managing the non-academic and logistical side of school life, as well as leading the Admissions efforts.



Our Vision

High-quality STEM education at the secondary school level is vital to unlocking their potential and showcasing that Africa is rich when it comes to STEM talent. As a leader in STEM education aimed specifically at African girls, ASA is uniquely positioned to address the gender disparity in STEM and the urgent need to develop STEM education in Africa.

ASA is already one of the most high-profile schools in Africa. It has received global coverage in the media on the BBC, CNN, as well as leading newspapers. Last year, we received over 700 applications from 12 African countries for our 50 places.

We plan to develop the school into a hub for STEM education for girls from across Africa and increase our cohort from 50 to 100 students per year, We want to harness the immense potential of young women in Africa to take charge of the development of their countries and become the STEM leaders of tomorrow.

British Council PSGN
Overall Best in Ghana

AS & A
LEVEL
SCHOOL
2022

British Council PSGN
Overall Best in Ghana
MATHEMATICS
AWARD
2022

British Council PSGN
Overall Best in Ghana
FURTHER
MATHEMATICS
2022

"ASA isn't levelling up the playing field in STEM, it's tipping it in favour of girls."

Dr Tom Tagoe, Ghana Scientific

The Role

Hostel Guardian (Full-Time)

Fixed-term two-year contract (with the possibility to extend, if mutually agreed)

REMUNERATION: based on experience

LOCATION: Tema

Start date: Immediately

Reports to: Head teacher

Only shortlisted applicants will be contacted

Job purpose: To lead, manage and monitor the running of the boarding house

Outline of post:

The role of the Hostel Guardian is incredibly important to the running and success of the boarding House. Hostel Guardian is a component of the House team and the role involves significant responsibility. The Hostel guardian is an important role maintaining a 'home-from-home' atmosphere and ensuring the health and happiness of the boarders. The Hostel Guardian role is constituted of two different functions:

- Pastoral and Health Care
- Housekeeping and House Administration

Competence in both areas will be equally important to the success of the role.

The Hostel Guardian will be:

- Able to form positive relationships with students
- Able to form warm and professional relationships with the House staff and be able to work effectively within this team
- Flexible, understanding, compassionate and caring
- Able to cope with a busy, varied and often unpredictable workload
- An effective administrator, well organized with managing and filing records
- Proficient in Microsoft Office skills
- Relevant University Degree or Higher National Diploma

Aims and Functions

- To act "in loco parentis" for the girls and to provide all boarders with the best possible experience of a boarding education by ensuring a challenging and supportive environment: a home from home for boarders
- To ensure the Safety, Good Discipline and Pastoral Wellbeing of all boarders
- To manage effectively and efficiently the staffing, organization, and resources of the Boarding House
- To oversee Health and Safety standards and requirements within the Boarding House

Main duties and responsibilities:

Pastoral and Health Care

The Hostel Guardian must:

- Develop awareness of general health, hygiene, eating and sleeping natures and make referrals when students are ill/ injured or have medical / health problems i.e. (i) ensuring that every girl attends all meals and supervised prep as a matter of course by completing the relevant registers and (ii) establish and maintain an orderly bedtime routine
- Keep the Head Teacher informed of all significant illnesses or injuries
- Report actual or potential risks to the safety or welfare of children in the school to the Head Teacher
- Monitor behaviour and deal appropriately with any disciplinary issue, monitor tidiness of dormitories daily e.g., ensuring beds are properly made and litter etc. is in bins
- Be conversant with the school's policies and procedures and ensure that all members of the boarding staff team (including volunteers where appropriate) are familiar with these policies and are aware of the appropriate response needed in these areas
- Support the school's disciplinary policy and define and implement a clearly understood and fair system of sanctions within the House in relation to the school's code of conduct. The Hostel Guardian may not keep any matter confidential that might seriously affect an individual pupil, other pupils, or the reputation of the School. Any matters of this nature should immediately be brought to the attention of the Head Teacher and the School Administration and Communications Manager.
- Bring all matters of discipline to the staff briefings and serious breaches of discipline should always be aired and must not be concealed.
- Oversee the common room meetings for pupils to meet weekly to discuss any issues concerning the House.
- Develop, in the pupils, a sense of collective responsibility and sensitivity to the difficulties and needs, of others, and to encourage such support and help for each other as is appropriate.
- Always ensure the safety and security (physical and emotional) of all girls in the House when they are in the school's care.
- Administer medication in accordance with school policy.
- Keep detailed records of all medication and first aid administered to girls in the house. The record should give name, date, medication/treatment, reason for administration. A written record must also be kept of all illness, accidents, and injuries to girls
- Liaise with the school partnered hospital regarding the medical treatment of boarders and to advise the school of boarders with medical conditions
- Look after girls who are sick in the house (in the infirmary) and to take girls to hospital if injured or if they have other appointments. Always ensure cleanliness of the infirmary.
- Ensure that medicine cabinets and first aid bags are regularly stock checked
- Ensure medical records and medicines are kept secure and that proper confidentiality is maintained
- Monitor the tidiness of the girls' bedrooms, common rooms, and shared areas.
- Uphold the standards of dress expected at ASA

Housekeeping:

- The Hostel Guardian must be familiar with ASA safeguarding procedures
- Advise the School Administration and Communications Manager of any repairs required
- To liaise with the School Administration and Communications Manager over issues pertaining to the fabric and fittings of the House – specifically repairs and renewal of furniture
- To brief the maintenance workers regarding minor repairs to check that reported jobs have been completed
- To report to work three days (3 days) before the start of term to ensure the House is ready to receive boarders.
- To brief the cleaning staff on the monthly deep cleaning of the hostel
- To ensure there is always a duty rota for the boarders

Procurement

- The Hostel Guardian is responsible for making inventories of all items in the Hostel and requesting approval to re-stock on hostel resources and equipment
- The Hostel Guardian is also responsible for the purchasing of items upon student request, these are personal items for the students, such as soap and sanitary products.
- Managing school feeding and kitchen facility

Hostel Records

The Hostel Guardian is responsible for:

- Maintaining administration files detailing procedures and routines.
- Ensuring exeat permission forms are completed and authorised in consultation with Head Teacher
- Keeping careful records pertaining to trips and visits, permissions to stay away with guardian or parents
- Ensuring that the 'handover' logbook, discipline, medication, sanctions, and other centralised records are kept up to date, and weekly report is submitted.
- Maintaining records of all communications/contacts with parents and guardians.
- Developing and managing members of the House team: reviewing performances
- Attending Staff meetings
- Setting an exemplary personal standard of dress, behaviour, and personal hygiene.

Areas to include in the report are as follows, although not exhaustive:

- Organisation of time, approach to study and progress made
- Social integration
- Contribution to the activities and the community life in the school
- Conduct in the Boarding House

School holidays

The school is open throughout the academic year and it is expected that the Hostel Guardian will cover these periods. The hostel guardian is responsible for the students throughout the day on weekends and holidays (both mid-term and national holidays).

Duties and Tasks

- Reside in official accommodation during silent hours and respond to calls/alarms during the night.
- Supervise pupils during non-timetabled time when present in boarding school.
- To ensure that a full and varied programme of extra-curricular activities is available within the Boarding House and to encourage pupils to be involved in a range of activities, particularly at weekends.
- To develop a programme of House events which are popular with the girls and to ensure that they are staffed and planned appropriately.
- Help with contributions to open days etc.
- Relaying student concerns raised to the Headteacher and School Administration and Communications Manager.
- To be responsible for all passports and airline tickets belonging to the girls being taken to the School Administration and Communications Manager for safe keeping at the beginning of every term.
- To be responsible for the opening and locking of the main building before and at the end of school day
- Holiday arrangement- To stay at school until all girls have left for the full holiday.
- Ensure that all areas have been left tidy and in good order before leaving for any holiday. This includes that all lights are switched off, taps turned off, windows closed, and doors locked before any staff leave.
- Sleep in school each night except for your main off duty nights each week
- Whenever on campus, whether on or off duty, not being unfit to respond due to the influence of alcohol or drugs, for purpose of dealing with emergencies or unexpected contact with visitors, parents, staff, or pupils.
- Deal with emergencies of any kind, including escorting girls to hospital.
- To attend all gatherings.
- To attend such meetings and official school functions as are appropriate to the role.
- To perform any other key task which the Head Teacher may reasonably assign.
- Participate in regular fire practices each term in the evenings and during the night.

Accommodation / Residential Requirements

- The hostel guardians are required to reside at the school during term time when on duty with all utility costs covered.
- Accommodation for this post is in the school premises. It is not suitable for families / or couples.
- All meals are provided free for staff during term time.
- House staff are responsible for the cleaning of their own accommodation although suitable equipment and materials can be provided.
- It is intended that the Hostel Guardian will have some days off (one day a week).
- The hostel guardian must discuss proposed off shifts with the School Administration and Communications Manager and seek permission before taking these shifts off, as alternative hostel provisions must be made for such times. Ideally to plan for the whole academic year in advance.
- The hostel staff is not allowed off site during her duty time, unless during an emergency or after seeking permission from the Head Teacher.

How to apply:

To apply for this opportunity please submit the following documents to gifty.ghansah@africangifted.org and jennifer.mensah@africangifted.org.

- A letter of application (no longer than two pages), briefly outlining why you wish to apply for this position, what specific skills, qualities and experience you can offer the school and would make you suitable for the role.
- A current CV (no longer than 3 pages)
- The names and full contact details, including the current email addresses of two referees. Please also indicate the relation to the referees.

African Gifted Foundation Ghana is committed to the safeguarding of our students. The appointment will be subject to an enhanced child protection screening appropriate to the post. Please note that you may be required to provide additional documentation as proof of your identity and qualifications.