



Position Description

Position Title Boarding Assistant

Group: Macquarie Boarding

Supervisor: Head of Boarding

Date of Review: August 2025

About Macquarie

Established in 2001, Macquarie is a thriving Pre-Kindergarten to Year 12 Day and Boarding Co-Educational School with a current student population of 650. As one of 18 schools within the Sydney Anglican Schools Corporation, we create a Christian educational environment that integrates faith, learning, and service, guided by the principles and values of the Anglican Church.

Our mission is to develop resilient young people who make a difference through a high-quality, affordable, Christ-centred education. Our values encompass Faith, Community, Character, and Excellence, and we value our shared Christian faith, a culture of lifelong learning, an inclusive and respectful community, and our deep connection to the Central West.

Macquarie staff are our greatest asset, with high-quality teaching and stable staffing in our school. We prioritise investment in their professional development and well-being. Through regular reflection and evaluation, we build capacity in future leaders, supporting teachers in their career growth.

We have high expectations around our learning culture, behaviour, and attendance. A growth mindset, and openness to new experiences are the norm. We encourage students to strive to be their best selves, every day. We recognise and celebrate their achievements. Students proudly wear uniforms and expectations around behaviour are clear.

Macquarie boasts a rich co-curricular offering in the domains of Sports, Arts, Academics, Agriculture and Service. Our Outdoor Education program is outstanding, with students in Years 3 to 12 participating in annual experiences in the great outdoors that challenge them and allow them to experience God's world beyond Dubbo.

Role Summary

The position of **Boarding Assistant** plays a crucial role in providing high quality pastoral care and support to boarding students.

This position requires the implementation of best practice Boarding policies and procedures.

The position requires the interaction with students, teachers, parents and visitors to Macquarie Boarding in a professional, timely and courteous manner.

Key Roles and Responsibilities

General Requirements

- Actively support the mission of the School, as a member of The Anglican Schools Corporation, through your professional and personal example both in and out of the School
- Be well presented, well spoken, and an ambassador for the School through your personal demeanour
- Comply with all Child Protection legislation
- Maintain the strictest confidence in dealings with staff, parents, and the wider community in relation to sensitive and confidential issues communicated from the Principal and other School Leadership Staff
- Actively support the Christian teaching of the School, and integrate their faith in all that they do
- Work within an openly Christian environment

Key Accountabilities

As part of the Macquarie Boarding team, the Boarding Assistant's duties include but are not limited to:

- Ensuring that the daily routine is followed
- Responding to students' requests as required including dealing with immediate student concerns and pastoral care issues
- Managing the Boarding House office as required including completing necessary forms
- Ensuring afternoon tea is set up
- Administering medications as required
- Responsibility for evacuation procedures if required
- Answering the phone and front door
- Communicating with parents/guardians as required while on duty
- Supervising homework as required
- Ensuring students have signed in and out
- Assisting with bed routines for Years 7 - 10

- Supervising the collection of laundry
- At dinner - supervise laying and cleaning of tables, calling students to dinner, announcements to students, monitoring student food intake, behaviour and attendance
- After dinner - record and collect mobile phones from Years 7 - 10 as they go to Prep and at bedtime (including collection of laptops)
- Ensuring Years 11 - 12 students are completing prep (open doors of rooms) and liaise with Head of Boarding if academic assistance is required
- Routinely checking on maintenance requirements
- Completing any paperwork, filing, and duties as required by the Head of Boarding
- Ensuring all Senior boarders are in their rooms by 9:30pm
- Ensuring all student rooms/cubicles are tidy
- Contacting the Head of Boarding in an emergency
- Accompanying the boarders on outings to shops or assisting with implementing or supervising after school or weekend activities (as required)
- Completing any duties as required by the Head of Boarding

As well as the above regular duties, overnight duties will include:

- Ensuring all buildings are locked, secured and alarmed at the appropriate times
- Attending to any medical emergency as required
- Being on-call and completing wake up routines as required
- Pre-term set-up and end of term closure processes
- Lead by example as a positive role model in terms of appearance, language and hygiene

Skills & Knowledge

Key Selection Criteria

Qualifications / Licences / Certifications

- Provide First Aid Certification
- Provide CPR Certification
- Current Working With Children Check

Personal Attributes

- Ability to multitask
- Committed to establishing relationships and connections between students and families
- Evidence of and commitment to continuing professional development

- Demonstrates initiative by identifying problems and finding solutions
- Ability to remain calm when under pressure
- Be agile and flexible in their approach to duties

Child Safety

Macquarie Anglican Grammar School is committed to Child Safety and complies with the requirements of the Child Protection (Working with Children) Act 2012. All employees are required to comply with applicable Child Protection legislation and are responsible for ensuring that The School's Child Safe policies, procedures and programs are at the forefront of all that we do.

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

The successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

Work Health and Safety

Macquarie Anglican Grammar School is committed to Work, Health and Safety with the requirements of the Work, Health and Safety Act 2011. All employees have a Duty of Care, a responsibility to ensure that they and other people are safe in the workplace.

Employees must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedures given by their employer and business

Application Process

- Complete the Application for Employment - Support and Operational Staff form which can be found under the Careers icon on the School's website
- Provide a cover letter and supporting statement (2 pages maximum) regarding your experience which demonstrates your ability to meet the listed criteria

Please forward you application with above documents via email as one PDF document, entitled Private and Confidential to:

Mrs Alison Mitchell | Principal, Macquarie Anglican Grammar School

Email: employment@mags.nsw.edu.au

Acknowledgement

I acknowledge that I have received this position description and understand that this is not a contract of employment. I am responsible for reading and understanding this position description and complying with all position duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Name: _____

Signature: _____

Date: _____