



MACQUARIE
ANGLICAN GRAMMAR SCHOOL

Position Description

POSITION DETAILS:

Position Title: Boarding Assistant

Group: Vista Lodge

Supervisor: Head of Boarding

Date of Review: October 2022

PRIMARY ROLE/PURPOSE:

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 Vista Lodge in a professional, timely and courteous manner.

RELATIONSHIPS AND AUTHORITY:

The **Boarding Assistant** reports directly to the Head of Boarding. The Boarding Assistant will work in cooperation with all members of the Vista Lodge Team and the School to serve the best interests of the School and its students.

The **Boarding Assistant** will work in cooperation with staff members of the Anglican Schools Corporation.

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 from the Headmaster and other School Leadership Staff
- Have an active Christian faith, your church minister should be one of your referees.

KEY ACCOUNTABILITIES:

As part of the Vista Lodge team, the Boarding Assistants 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
- Ordering of supplies for boarders as required
- 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 behaviour and attendance, marking off names
- After dinner - record and collect mobile phones from Years 7 - 11 as they go to Prep and at bedtime (including collection of laptops)
- Ensuring Years 11 - 12 and Senior 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 and secured before leaving Vista Lodge
- Attending to any medical emergency as required
- Being on-call and completing wakeup routines as required

WORK PLACE HEALTH AND SAFETY:

- Comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practises to the Health & Safety Committee.
- Maintain Working with Children Check clearance and comply with all relevant policies relating to Working with Children.

SKILLS & EXPERIENCE:

- A Living Christian Faith supported by a reference from your Church Minister
- Previous Experience in Boarding (desirable, training provided)
- A current NSW Driver's License (willingness to acquire MR or LR)
- Current First Aid Certificate
- Bronze Medallion (desirable)
- Excellent written and verbal communication skills
- High level of confidentiality
- Ability to work under pressure
- Sound level of time management and organisational skills
- Knowledge of or ability to acquire knowledge of the Boardingware utilised in the School

INVOLVEMENT IN SCHOOL LIFE:

- Attendance to Staff Devotions
- Attendance to other staff meetings as required by the Headmaster and School leadership

To apply, please submit:

1. Your CV
2. A completed application for Employment Support and Operational Staff (<https://www.mags.nsw.edu.au/careers/positions-vacant>)
3. A cover letter addressing the selection criteria above

Please submit all documentation to headmaster@mags.nsw.edu.au by 5 pm on Friday 18th November 2022. Any questions may also be directed to this email. We reserve the right to interview and appoint prior to this date.