



ROLE DESCRIPTION

HOUSE MANAGER - BOARDING

Permanent part-time 25 hours per week (term time + 2 weeks)

ROLE PURPOSE

The House Manager ("HM") works as a member of the Boarding Team, which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The role of the HM focuses primarily on providing primary pastoral and supportive care to all Boarders and assists the Head of Stage ("HoS") and Assistant Head of Stage ("AHoS") with pastoral, administrative and operational functions for the House.

ROLE RELATIONSHIPS

The HM is directly responsible to the HoS and Head of Boarding ("HoB"). As with all School employees the HM is ultimately responsible to the Headmaster.

ROLE RESPONSIBILITIES

- Provide prompt and cheerful service within Knox Boarding
 - The HM works directly with the HoS, HoB & Boarding Executive Officer ("BEO") and other Boarding House staff to liaise with Boarders, parents and School as appropriate.
 - The HM is concerned primarily with the daily care and wellbeing of the Boarders in their House.
 - Assist in developing effective communication links within the School community
 - Contribute to the building of positive human relationships within the Boarding Community and in particular in their Boarding House across all Stages
 - Collaborate in team building processes within the Boarding Team
 - Provide support and loyalty to professional colleagues and other House Managers
 - Attend professional development opportunities related to boarding as required.
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Key Boarding Support Services to be provided:

- Assist HoS in the ongoing smooth running of the Boarding House
- Assist HoS, HoB and BEO with preparations in the Boarding House during the week prior to the commencement of Term 1 and during the week after the conclusion of Term 4
- Assist HoS in set up and set down of Boarding House at beginning and end of each term
- Provide point of contact for parents in domestic matters and matters of well-being, in consultation with HoS
- Provide personal support, supervision and care for all Boarders, to be 'House Carer'
- Liaise through the BEO to be responsible for any matters relating to Laundry, Maintenance and Clinic on a weekly basis
- Provide support, advice and practical assistance to further the personal and social education of boarders such as etiquette, cleanliness, laundry and their daily presentation
- Get the boys up in the morning, accompany them to breakfast, and get them off to school by 8.00am
- Greet the boys on their return from school at 3.15pm, get them off to sport or supervise their free time as appropriate
- Meet regularly with HoS, BEO and HoB to contribute to and promote the pastoral well-being of the boys
- House administration such as collation and distribution of duty reports, collation of travel arrangements, writing up maintenance and other matters, liaise with support departments, notes to Boarders, Clinic matters, setting up of Boarding Functions in consultation with the BEO
- JobWatch any maintenance issues within the House
- Conduct daily room inspections and report to HoS daily
- Formal daily handover to HoS or AHoS at 5:00pm in the HoS work space
- Attend weekly meeting with BEO at Friday 3pm for weekly catch-up
- Collection by 3pm Friday afternoon of Student Administration Officer weekly newsletters and weekend lunch money from BEO
- Report daily to BEO for collection of Boarders mail and other correspondence before starting afternoon duty
- Complete a REACH online duty report at the end of each morning and afternoon shift in a professional and timely manner
- Attend fortnightly Stage meetings as required
- Field enquiries and concerns by phone and email from parents and staff. All replies are to be made in consultation with HoS.
- Arrange House Manager Award Certificates each term in consultation with HoS.

SKILLS & QUALIFICATIONS

- Team player with cheerful, positive and professional disposition
- Empathy for the particular issues encountered by international or isolated students in boarding environments and experience in dealing with such issues.
- Organisational skills and the ability to multi-task
- Excellent communication skills both oral and written, including a high level of computing skills
- Interpersonal skills to liaise with students, staff, parents and outside agencies
- Confidentiality and discretion in dealing with sensitive issues
- Ability to deal professionally and in a timely manner with any queries relating to area of responsibility

WORK HEALTH & SAFETY

The HM will be required to actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

The HM will be fully aware of the Emergency & Evacuation Procedure and Lock Down Procedure.

LENGTH OF TENURE

The HM is a permanent part-time appointment, following the successful completion of a six month probation period and performance appraisal. On an ongoing basis, the HM will be required to undergo a yearly Professional Review with the HoS and HoB.

REMUNERATION

Remuneration for the position will be in accordance with the terms and conditions of *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*.

Superannuation Guarantee at the legislative rate will be paid by the school in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation