



## **JOB DESCRIPTION**

### **BOARDING ADMINISTRATOR**

<b>Employment Conditions</b>	<b>Fulltime*</b> , ongoing subject to successful completion of 6 month probation period (*with 8 weeks annual leave during school holidays)
	In accordance with the Educational Services (Schools) General Staff Award
<b>Reports to</b>	<b>Head of Boarding</b>
<b>Last Revised</b>	<b>February 2025</b>

Our overarching purpose is **to engage hearts and ignite curious minds**.  
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

**OUR PURPOSE:** To engage hearts and ignite curious minds.

**OUR VALUES:** • Courage • Respect • Aspiration • Compassion • Integrity

Anne Symington House is a large boarding house located on the beautiful campus at St Mary's Anglican Girls' School. All boarding staff at St Mary's are an integral part of ensuring that our boarders are safe, cared for, motivated and valued. We aim to develop a position of trust between boarding staff and students and make Anne Symington House a welcome environment at all times for all of our boarders and their families, as a term-time home for the girls.

#### **ROLE**

The role of the Boarding Administrator is to ensure that the boarding house office and reception is run in an efficient, professional and friendly manner. It is a varied, fast-paced role, responsible for ensuring the smooth operation of the daily administration needs of the boarding house.

#### **RESPONSIBILITIES**

The responsibilities include, but are not limited to:

##### **Administration**

- Provide administration support to the Head of Boarding
- Manage the daily calendars of the house
- Manage the electronic leave system for boarders daily and weekend leave (REACH)
- Ensure accurate attendance information is available for catering and other boarding house support services
- In liaison with the school accounts department, manage the collection and approval of timesheet and other student and family charging information
- In liaison with the boarding staff and school administration staff, ensure the coordination of required travel arrangements, including the booking of vehicles and drivers

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- Manage and accurately record student information and permission forms as it relates to the Boarding House
- Create invitations and posters for boarding house activities and events
- Coordinate and manage the use of the Boarding House Parent flat and ensuring it is always ready for visits
- Liaise with the grounds and maintenance teams to ensure the timely completion of the maintenance needs of the boarding house
- Assist with setup requirements of boarding house tours and events
- Daily handover with Senior Staff Supervisor
- General reception and administration duties as required
- Identify, improve and streamline administrative tasks and processes where applicable

### **Students and Families**

- Assist with parent and student requests and needs where appropriate
- Support the girls in attending some of their activities and events, where appropriate

### **Other Duties**

- Other duties as required by the Principal or Head of Boarding

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## **EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES**

### **Education/Qualifications**

#### *Essential*

- A Working with Children Check clearance (can be obtained on appointment)
- A National Police clearance (to be obtained on appointment)
- Completion of education to Year 12 or tertiary level

### **Experience and Skills**

#### *Essential*

- Minimum of five years' experience in a similar role or in a busy office-based environment
- Strong experience and evidence of a working knowledge of the Microsoft Office suite, particularly Word, Excel, Publisher and PowerPoint

#### *Desirable*

- Experience in the education sector or a boarding environment, but not essential

### **Personal Qualities**

#### *Essential*

- Ability to work both independently and collaboratively as part of a close-knit team
- Ability to communicate positively and effectively with staff, students, families, the wider school community and external agencies
- Ability to work under pressure in a calm and methodical manner
- Ability to relate well to students and parents predominantly from a rural or regional background
- Attention to detail and accuracy in all record-keeping and in maintaining a busy work diary
- Ability to prioritise effectively and successfully manage several diverse tasks

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- Proactive in providing new ideas and initiatives to improve the administrative processes and procedures for the boarding office
- A mature outlook and a happy, positive approach to daily tasks is essential within the role
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

### WORKING RELATIONSHIPS

#### Internal

Principal  
Executive staff  
Head of Boarding  
Boarding staff  
Health staff  
Teaching staff  
Administration staff  
Students  
Kitchen staff and chefs  
Cleaners and maintenance staff

#### External

Past, current and future families  
Parents' Society  
Old Girls' Association

### OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.