



Boarding House Manager

Position Description

Role Summary

The Boarding School at Scotch College is a supportive residential community, which emphasises the development of self-confidence, independence and respect for others.

As a crucial member of the boarding team, the Boarding House Manager plays a key role in the care and guidance of boys residing in the Boarding House. Reporting directly to the Head of Boarding House and working closely with boarding staff and students on a daily basis, the House Manager maintains a full time residential presence in the House. They serve as an adult listener, confidante and supervisor.

In addition to these responsibilities, the Boarding House Manager also ensures the upkeep of the boarding house to exemplary standards. This includes overseeing essential tasks such as cleaning, housekeeping and addressing routine student needs. This hands-on position requires strong collaborative skills with cleaning and maintenance teams, along with exceptional abilities in time management, flexibility, organisation and communication skills. Central to the role is a strong commitment to the pastoral care and the welfare of adolescent boys.

Responsibilities

The principal duties of the role are:

Care of Boys

- Be alert for any welfare or social issues that may be affecting boys in their house. Display good judgement in either discussing with the boy or raising with the Boarding Team
- Be accessible and available for boys to discuss matters that they wish to bring to attention or are of concern
- Assist boys in adhering to the rules of the house and help them to develop good routines in relation to preparing for the school day, weekend sport, and to care for their belongings and surroundings.
- Not act as a disciplinarian but notify the Head of House or staff on duty should any issues arise.
- Treat minor ailments with sensitivity and care and refer more serious medical issues to the Head of House and the School's Health Services

House Management

- Guiding and overseeing boys to ensure that the basic house rules and expectations of cleanliness and tidiness are met on a daily basis
- Working with and supervising cleaning and housekeeping staff to ensure that expected standards are maintained
- Liaise with the School's Maintenance department to report damage and organise repairs
- Ensure the House is organised and ready for returning boys at the start of each term. This includes checking and arranging for cleaning or replacing of bedding and other core items at the ends of each term
- In coordination with other House staff be available at key times to be an adult supervisory presence in the house. These times and requirements will vary so flexibility is expected.
- Check the House each day and record incidents
- Meet regularly with the Head of Boarding House and other Boarding Team members to discuss general house matters, concerns and issues. Make proactive suggestions that will contribute towards the improved amenity of the House
- Involvement in the broader School activities that the boys and staff participate in such as concerts, organised activities, Family Day and the Boarders Revue
- Be available to meet parents and boys upon their return at the start of each term and on an ad hoc basis



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- Guide parents on suitable clothing for a Scotch boarder
- Supervise the boys' routines with the School laundry and external dry cleaning
- Provision of regular/nightly supper to boys, as directed by the Head of Boarding House

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Excellent interpersonal and communication skills.
- The ability and desire to supervise and meet the pastoral care and welfare needs of adolescents
- An understanding of the dynamics and operations of a Boarding School.
- Well-developed organisational and time management skills.
- An ability to work independently and to show initiative and judgement when required.
- An ability to work within a team environment.
- The ability to manage and coordinate "housekeeping" duties.



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- Level 2 First Aid
- Victorian Drivers Licence
- Food handling and food safety training (desirable)
- Relevant tertiary qualifications and experience
- Relevant qualifications and/or training in child safety and wellbeing
- Current Employee Working with Children check or VIT

Reporting To

Dean of Boarding and Head of Boarding House

Additional Information

The Boarding House Manager is provided with accommodation by the School (one bedroom flat). The terms upon which the accommodation is provided are contained in the **License to Occupy** document which is issued to all live-in boarding staff and must be signed by them. As well as the accommodation, the School is responsible for the provision of all reasonable electrical, gas and telephone services and for the maintenance of the accommodation. The School attends to payment of all rents, rates and taxes (including Fringe Benefits Tax) associated with the accommodation provided.