



St Catherine's School  
Sydney



Boarding House Coordinator  
(live-in)  
Permanent full-time



# The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)



# St Catherine's School, Sydney

## Our identity

We are an Anglican school educating young women for life.

## Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

## We value

Integrity • Courage • Relationships • Service.

CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)



## Primary purpose

**Position:** Boarding House Coordinator (live-in)

**Responsible to:** Accommodation and meals included  
The Headmistress

**Reports to:** Director of Boarding

**Effective date:** January 2025

**Details:** The boarding house coordinators work closely with all boarding house staff to ensure a safe, supportive and homely environment for the girls in their care.

CV and letter of application should be addressed to Human Resources.  
**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.  
Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)



# Major responsibilities

## Active support for the Christian character and purposes of the school

- Attend assemblies and worship services that relate to boarders.
- Provide opportunities for students to engage in Christian activities in the boarding house in conjunction with the Chaplain.

## Support the Director of Boarding with:

- Ensuring the well-being, safety, pastoral and academic care of the Boarder
- Possessing knowledge of each Boarder and their families, including maintaining good relations and communication with these families
- Facilitating the behaviours expected of adolescent girls living in community
- Supervision of the day-to-day routines of boarding life
- Maintaining accurate records and rolls, including the daily report
- Administer medications as required
- Liaise as required with the Director of Boarding and other boarding staff

CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)

- Undertake evacuation and lock-down drills
- Provide assistance and supervise weekend activity program for the Boarders
- Being available before the beginning of each term and the end of each term, as required, for set up and pack up of Boarders
- Possession of an understanding of the School's Child Protection Policy and Code of Conduct,
- Willingness to undertake other duties as required to ensure the smooth running of Boarding House
- Being prepared to undertake an Induction and complete the Duty of Care training provided by Australian Boarding Schools Association before commencement of roll

Represent St Catherine's in the school and wider community. This may be by organising, speaking at, or attending functions

- Such as; school social functions, community events and boarding students' social events.

Uphold and promote high standards in all areas of endeavour.

#### Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Undertake other duties as required by the headmistress or her delegate

CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)



# Selection criteria

## Qualifications / Certifications

- Current Working with Children Check (Employee)(WWCC)
- Current HLTAID011 (Provide First Aid) and HLTAID009 (Provide CPR) (or willingness to undertake)
- Youth Mental Health First Aid (or willingness to undertake)
- Driver License (essential)
- Duty of Care Certification from ABSA (Australian Boarding Schools Association) (or willingness to undertake)
- Other relevant qualifications (e.g. nursing, teaching, youth work, residential care, adolescent health)

## Knowledge, Competencies, and Experience

- Exceptional written and verbal communication skills
- Capacity to always maintain a duty of care focus
- Ability to work within a team structure and autonomously
- Understanding of adolescent development, particularly with respect to girls
- Capacity to support the policies, and routines of the Boarding House

CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)

### Key Attributes

- Possess a genuine liking for living in a community
- Have a sincere commitment to the care of adolescent girls
- Warm, respectful, compassionate and positive attitude
- Ability to be an outstanding role model for the Boarders
- Negotiation and mediation skills and ability to defuse escalating situations
- Sensitivity to confidential conversations
- Ability to remain calm under pressure
- Commitment to personal and professional learning and development
- Skill in prioritising and multitasking
- Competency in the use of digital technology

CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)





# Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books & magazines)

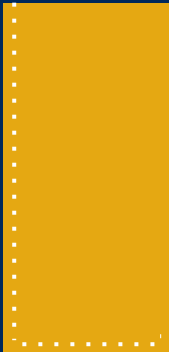
CV and letter of application should be addressed to Human Resources.

**Please apply via seek by 29 November 2024.**

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)



 StCatherinesSchool

 @stcatherinessyd

 @StCatherinesSyd

 [www.linkedin.com/school/st-catherine's-school\\_2/](http://www.linkedin.com/school/st-catherine's-school_2/)

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

St Catherine's School

26 Albion Street Waverley NSW 2024 Australia

e: [stcaths@stcaths.nsw.edu.au](mailto:stcaths@stcaths.nsw.edu.au) t: +61 2 8305 6200 w: [www.stcatherines.nsw.edu.au](http://www.stcatherines.nsw.edu.au)

CRICOS 02322K | ISSN 2205-0396