



## POSITION DESCRIPTION

<b>Position name</b>	<b>Boarding Coordinator</b>
<b>Employment Status</b>	Permanent Part-time
<b>Load</b>	25 hours per week, term time only
<b>Classification</b>	Grade 3
<b>Key Relationships</b>	Reporting to the Heads of Boarding, the Boarding Coordinators will work closely with all staff within the Boarding precinct, particularly the Boarding Leadership team.

### Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

### Position Objective:

This role is a vital member of the Boarding team and provides essential support to the leadership team in the delivery of a range of administrative, organisational and communication responsibilities, whilst cultivating a family environment that is safe and where each child is known and nurtured.

### Position Overview:

This is a job share role, designed to cover the span of hours from 8am to 5.30pm, Monday to Friday. The two positions work collaboratively to ensure that the needs of the leadership team, students and their families are met with a pro-active approach, efficiency, and empathy.

## Key Responsibility Areas:

### 1. Administration Support

- Support and assist the Heads of Boarding in the daily functioning of the boarding house.
  - Oversee communication requirements using the ScotchLife Portal
2. Provide high quality, confidential secretarial and administrative assistance to the Heads of Boarding.

This may include staffing rosters, budget maintenance, liaising with contractors for cleaning and other boarding support contracts and ensuring general maintenance and replacement of furniture and furnishings (including AV) is done in a systemic and timely manner.

- Assist with the process reviewing and updating boarding policies and handbooks.
- Ensure that boarding student records are kept up to date and all relevant information is included, such as medical information, emergency contact details, visitors lists. Ensure that confidentiality and privacy is maintained as required.

### 3. Organisation

- Assist the Heads of Boarding with the daily operations of the Rosevear Boarding House including the organisation and coordination of all major boarding functions, activities and events.
- Assist boarding staff to organise appropriate social and other activities for boarders.
- Maintain and monitor the Boarding diary, including training days, camps, excursion, work experience, community service, exams, pupil-free days.
- Liaise with Maintenance to resolve maintenance issues.
- Ensure Common Rooms are tidy and stocked daily.
- Assist the Heads of Boarding to coordinate and monitor leave requests and approvals.
- Coordinate catering requests and liaise with kitchen staff regarding catering requirements and student absences (to minimise food and labour wastage).
- Manage travel bookings for Yalari students with Abstudy, including documentation, liaison with Yalari and College staff, management of “no shows”, airport transfers.
- Manage boarders’ transport arrangements for sport, long weekends, end of term, weekends and medical appointment, including cab charge/hire car and collection of boarders by Scotch families.
- Assist the Heads of Boarding by liaising with HR and coordinating staff contracts, timesheets, leave forms and training requirements (including mandatory reporting and first aid training)
- Attend all boarding staff meetings, including weekly meetings of senior boarding staff preterm meetings for all boarding staff.

### 4. Student Wellbeing

- Liaise closely with the College Nurse, Heads of Boarding and parents to provide care for students who are unwell, injured or have health/medical problems.
- As required, drive students to medical appointments in own vehicle.
- Promote high standards of student behaviour and manage or refer behaviour issues within the Boarding House as required.
- Maintain an excellent understanding of duty of care requirements and developments in relation to pastoral care.
- Develop positive and trusting relationships with boarding students.

### 5. Enrolment's support

- Provide a professional front-line service for the boarding community.
- Communicate effectively with current and prospective Boarding students and families.
- Promote boarding within the College and in the wider community.
- Represent the College at Field Days.

- Assist with tours of the Rosevear Boarding House, as required.
- Liaise with the Heads of Boarding regarding new boarding enrolments and support the boarding orientation and induction process.

## 6. *Work Health Safety and Wellbeing*

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

## Key Selection Criteria: **Qualifications, Skills and Experience**

### *Essential experience*

- Previous experience in a similar administrative/organisational environment is highly desirable.
- Must have worked with adolescents.

### *Qualifications, skills, and knowledge*

- Intermediate competency in software applications – Microsoft Suite, Outlook, advanced Excel

## Key Selection Criteria:

- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- The ability to organise others in a positive and effective manner.
- Demonstrated ability to resolve conflict, solve problems, and assist colleagues/team members.
- A high degree of confidentiality, initiative and sound judgement.
- Ability to support students in their academic study.
- Ability to connect with students to coach, counsel and support their wellbeing needs.
- Demonstrate empathy and humour.

### **Conditions of Employment:**

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.
- Whilst the role is predominantly term time only, because of the nature of Boarding, professional development and meetings occur out of ordinary hours, including weekends and non-term time.

## Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

**Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.**