



## **JOB DESCRIPTION**

### **BOARDING NIGHT SUPERVISOR**

<b>Employment Conditions</b>	<b>Part-time, rostered on a term time only basis, ongoing subject to successful completion of 6 month probation period</b>
	<b>In accordance with the Educational Services (Schools) General Staff Award</b>
<b>Reports to</b>	<b>Head of Boarding</b>
<b>Last Revised</b>	<b>May 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

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

#### **ROLE**

The Boarding Night Supervisor's main priority is to manage the care of boarding students overnight. It is a stay awake position which requires an active presence within the house. It is shared amongst other Boarding Night Supervisors to ensure that the boarding house is fully staffed overnight during term time; currently there are three Boarding Night Supervisors sharing the roster. Flexibility amongst available nights and the ability to take extra shifts should another Boarding Night Supervisor be unavailable for work would be well regarded.

This is a term time, part-time role. The shift requirement for this role incorporates evening work two nights per week, being Tuesday and Wednesday nights from 10.00pm – 6.30am. Rosters will be available termly in advance from the Health Centre Manager.

#### **RESPONSIBILITIES**

Responsibilities for this role include:

- Overnight supervision of boarding students on a rostered nightly basis.
- Regular night-time checks of students with specific medical needs, be they physical or mental health concerns.
- Accurate and up to date record keeping of students requiring overnight care to ensure continuity of care in their health and wellbeing.

## BOARDING NIGHT SUPERVISOR

- Ongoing daily liaison with the School Nurse, Head of Boarding and Senior Staff Supervisor as required for the care of the girls to ensure consistency.
- Personal liaison with the girls' families as necessary in the care of the girls overnight.
- Effective record keeping of all medication dispensed to students overnight.
- Accompaniment of students to hospital, if necessary, over the course of the evening duties.
- Attendance at staff meetings and professional development courses as requested by the Head of Boarding or Health Centre Manager in line with the pursuit of lifelong learning with regards to the medical needs of adolescent girls.
- Report any concerns to the Senior Staff Supervisor, Health Centre Manager or Head of Boarding as they arise.
- Other duties as required by the Head of Boarding or Health Centre Manager

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*

- Senior First Aid Certificate, current at all times with CPR component.
- YMHFA to be gained within 6 months of appointment (if not currently held).
- Valid driving licence with a clear record and ability to gain a PTD authorisation.
- Valid Working with Children Check (upon appointment).
- Current Police Clearance (upon appointment).

##### *Desirable*

- RN or EN Nursing qualification (or working towards) or similar.
- ABSA Duty of Care Certificate.

#### Experience and Skills

##### *Essential*

- A clear and compassionate understanding of adolescent girls and their relevant health issues.
- Computer literacy including the ability to email, create word documents and spreadsheets, complete handover and maintenance documents electronically.
- Ability to:
  - work independently during the night.
  - make sound decisions regarding the wellbeing of our boarding students.
  - manage a crisis in a calm and professional manner.
  - successfully manage several diverse tasks in a pressurised environment, overnight.
  - communicate positively and effectively with the wider school community.
- 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.

##### *Desirable*

- Prior experience in a boarding house/nursing environment.

## BOARDING NIGHT SUPERVISOR

### Personal Qualities

#### *Essential*

- Excellent organisational skills.
- Good communication, listening, and interpersonal skills.
- Attention to detail and accuracy in all record keeping.
- The ability to perform all duties with integrity and understanding.

### WORKING RELATIONSHIPS

#### **Internal**

Principal  
Executive staff  
Head of Boarding  
School Nurse (Coordinator)  
Medical staff  
Boarding House staff  
Administrative staff  
Students

#### **External**

Parents, guardians, or relatives of students

### 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 St Mary's Child Safe Policies and Codes of Conduct. 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.