



St Mary's
ANGLICAN GIRLS' SCHOOL

WEEKEND BOARDING ADMINISTRATOR

POSITION DETAILS

Employment Conditions

Part-time (20 hrs per week), term-time only, ongoing subject to successful completion of 6 month probation period

In accordance with the Educational Services (Schools) General Staff Award

Reports to

Head of Boarding

Last Revised

November 2025



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.

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. Our staff aim to make Anne Symington House a welcome environment for all of our boarders and their families, as a term-time home for the girls.

ROLE

The role of the Weekend 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 weekend administration needs of the boarding house. Hours for this role are Friday evenings 3pm-7pm, Saturdays 8am-5pm, and Sundays 9am-6pm, on each weekend during school term.



RESPONSIBILITIES

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 boarding staff and school administration staff, ensure the coordination of required travel arrangements, including the booking of taxis and couriers
- ◆ Welcoming students back for start of term and mid-term break
- ◆ Provide assistance on the last day of term
- ◆ Manage and accurately record student information and permission forms related to the Boarding House
- ◆ Create invitations and posters for boarding house activities and events
- ◆ Log any maintenance issues
- ◆ Daily handover with Senior Staff Supervisor
- ◆ Suggest any improvements or streamlining of administrative tasks and processes where applicable
- ◆ General reception and administration duties as required

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 may be required

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

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 IT skills and experience, with an excellent working knowledge of the Microsoft Office suite of products, and other systems
- ◆ Ability to 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:

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

ATTRIBUTES

Essential:

- ◆ Excellent communication skills, with the ability to communicate positively and professionally with staff, students, families, and the wider school community and external agencies
- ◆ Able to relate well to students and parents predominantly from a rural or regional background
- ◆ Strong organisational and time management skills, able to manage competing priorities and meet deadlines
- ◆ Works collaboratively as part of a team
- ◆ Demonstrates warmth, approachability, and a positive outlook

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 the 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.