



St Catherine's School
Sydney



Boarding House Coordinator
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 169 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.

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

CV and letter of application should be addressed to human resources and submitted via Seek or directly emailed to hr@stcatherines.nsw.edu.au

Applications close Friday 30 May 2025 (interviews may take place prior to closing date)

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



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 dedicated to making a meaningful contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

Position: Boarding House Coordinator

Responsible to: Accommodation and meals included
The Headmistress

Reports to: Director of Boarding

Effective date: June 2025

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

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Major responsibilities

Active support for the Christian character and purposes of the school

- Support the Christian mission 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
- Role model Christian values

Support the Director of Boarding with:

- Ensuring and contributing to the wellbeing, safety, pastoral and academic care of each boarding student
- Providing personalised care of each Boarder, knowing each girl well
- Upholding strong relationships with Boarding parents/guardians
- Maintaining a strong relationship and regular, proactive communication with Boarding families
- Upholding the balance of high standards of student behaviour, in a warm and welcoming boarding community

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- Supervising students through the day-to-day routine of boarding life
- Keeping accurate and thorough records and rolls, including the daily report
- Administering medications as required
- Working in close collaboration with the School Nurse, as required
- Liaising as required with the Director of Boarding and other boarding and school staff
- Communicating student needs with appropriate school staff to ensure thorough and appropriate care
- Undertake evacuation and lock-down drills
- Providing assistance and supervising weekend activity programs for the Boarders
- Assisting in the set up and pack up of Boarders each term
- Upholding a thorough understanding of the School's Child Protection Policy and Code of Conduct
- Undertaking other duties, willingly, as reasonably required to ensure the smooth running of Boarding House

Represent St Catherine's in the school and wider community.

Uphold and promote high standards in all areas of endeavour.

Other duties

- Comply with the schools' policies and procedures as well as health and safety requirements
- 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

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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

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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

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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)

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 StCatherinesSchool

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 www.linkedin.com/school/st-catherine's-school_2/

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For more information visit

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