

Senior School & Administration

1666 Pacific Highway (Cnr Ada Avenue) Wahroonga NSW 2076
Telephone 02 9473 7777 Facsimile 02 9473 7680

Postal Address

Locked Bag 1666 Wahroonga NSW 2076

www.abbotsleigh.nsw.edu.au



ABBOTSLEIGH

An Anglican Pre K–12 School for Girls

Boarding Resident Assistants

Residential role for females, starting 9 October 2017

Abbotsleigh is an independent Anglican Girls' School at Wahroonga with a proud reputation for empowering young women with education since 1885. Approximately 900 girls are enrolled in the Senior School (Years 7 - 12), of which almost 180 are boarders. We are seeking enthusiastic, dedicated and friendly females as Resident Assistants for our Boarding School to ensure the ongoing provision of a warm, caring and safe environment for our boarders.

This is a live-in position. The typical shift arrangement is 16 hours per week of a flexible roster involving some weekend supervision and activities, and / or prep, dinner and recreational supervision on weeknights. The Resident Assistant receives a room (bathroom shared with the other resident in the house) and all meals, internet access, a phone and use of the School's facilities on the Senior School campus. Residents typically work rosters of 16 hours of work per week in term time (12 hours per week in return for board plus 4 hours per week at \$33.71 per hour). There is often the opportunity to earn extra money for relief work (such as administrative support elsewhere in the day school, exam time supervision etc) at the full applicable casual rate.

Resident Assistants supervise the girls in each boarding house on a rostered basis for weeknight prep supervision and also when the Boarding Coordinator is off duty, usually around weekends. Residents may live on campus for the duration of the time they are employed at the School and do not need to leave during school holidays. The School's sporting facilities such as tennis courts, aquatic centre and fitness room (gym) are available for use by the resident staff. Other staff benefits include free broadband access to your own personal laptop or tablet and full borrowing rights at our technology-rich Library (Abbotsleigh Research Centre).

The successful applicants will be self-motivated and friendly, with compassion for adolescents and an awareness of the responsibility attached to the duty of care of the boarders. A senior first aid certificate (HLTAID003 or HLTAID004) and Working With Children check clearance are both prerequisite certifications for this role.

The role may suit postgraduate or part-time university students (particularly appealing to those studying Education) seeking a safe and supportive residential base in Sydney, close to rail and Macquarie University.

Please see our website for more information, at www.abbotsleigh.nsw.edu.au/employment and forward a cover letter, detailed CV, and copies of qualifications, certificates, WWC clearance and references to Mrs Rochelle Wiley, Head of Boarding, at wiley@abbotsleigh.nsw.edu.au as soon as possible

JOB DESCRIPTION: Boarding Resident Assistant

Reports to: Head of Boarding via Boarding Coordinator

Accountabilities

The primary role of the Residents on duty (16 hours per week) is to supervise the physical, emotional and spiritual development of the girls under her care. This requires those on duty to:

- Know the whereabouts of all girls at all times, monitor the health of the girls, and supervise the general well-being of the girls
- Keep an accurate record of girls' comings and goings after School and on weekends using the leave sheets in the house office
- Actively supervise the girls, and walk around the house at least once every 30 minutes whilst on duty
- attend meals in the dining room and Chapel when on duty
- supervise homework

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- Ensure the Coordinator's duty roster for cleanliness and tidiness of all areas of the house is adhered to by the girls. All girls should be encouraged to clean up after themselves
- Work together as part of a team and communication between staff. All staff are encouraged to support each other's decisions and be consistent in their dealings with the girls
- Help maintain discipline in the house. Discuss disciplinary action for girls with their Coordinator. Resident assistants do not mete out disciplinary punishments
- Post the name and location of the relevant staff on duty on the Boarders' notice board, in case of night emergencies
- When on duty, attend dances, drama productions, excursions, etc. with the girls and arrange on-campus activities for the girls. Attend important Boarder functions such as the Boarder Fun Day (first Sunday of the School year), the Prefect Induction and Family Day in August, and the Birthday and Christmas banquets
- Write a shift report at the end of her shift and send it by email to other staff in her house and the Head of Boarding and Deputy Head of Boarding
- Make note of any information or unusual event in order to assist those coming on duty. For example, sickness, medications, visitors, late arrivals, etc. Incoming staff should arrive 15 minutes before the start of their shift to discuss any issues and effect a smooth staff transition
- Keep the Coordinator of each house fully aware of any problems or issues that arise. The relevant House Coordinator is the first point of contact for resident assistants on the weekends. They can always be contacted by mobile phone
- Report any maintenance items they notice to their Coordinator
- When on duty, be available at the beginning and end of each term, including travel days, to assist the Coordinator in preparing rooms for the girls
- Check house security at appropriate times
- Provide other duties as required by the Head of Boarding. When extra duties are undertaken the Resident will be remunerated at an agreed hourly rate
- Staff visitors are not allowed while a staff member is on duty
- Adhere to the Abbotsleigh Code of Conduct. A friendly, courteous and reliable manner is expected of all staff.

Specific requirements

- A mature and sensible manner, with particular attention to punctuality, appropriate dress and behaviour
- A current First Aid Certificate
- Knowledge of the evacuation drill procedures of their house
- Read, understand, sign and submit the IT Acceptable Use Policy and Abbotsleigh Code of Professional Conduct documents
- Sleep in the boarding house during term time
- Keep own living area clean and tidy
- Abbotsleigh is a smoke-free environment, and smoking is not permitted on the premises.
- Boarding Resident Assistants are permitted to use the sports facilities at Abbotsleigh, including the gym, tennis courts and Aquatic Centre

Special notes

- Private and mobile phone numbers must NEVER be given out to Boarders or their parents
- Resident staff may not have visitors after 9 pm without permission from the Head of Boarding
- Resident staff may not have parties on School premises

Please see our website for more information, including "how to apply", at www.abbotsleigh.nsw.edu.au/employment and forward a cover letter, detailed CV, copies of qualifications and references to Mr Rochelle Wiley at wiley@abbotsleigh.nsw.edu.au as soon as possible.