



# TARA

Anglican School for Girls

<b>POSITION TITLE:</b>	Boarding House Overnight Assistant
<b>DEPARTMENTS:</b>	Eggleton House (Tara Boarding House)
<b>LOCATION:</b>	Eggleton House, Masons Drive, North Parramatta NSW 2151
<b>THIS POSITION REPORTS TO:</b>	Director of Boarding All positions ultimately report to the Principal
<b>CO-ORDINATES WITH:</b>	Boarding House Staff
<b>AWARD/AGREEMENT RELATIONSHIP:</b>	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017
<b>SPECIAL CONDITIONS:</b>	Casual position to start Term 1 2022 Probably two days a week, required to stay overnight 3pm – 11pm, overnight, 6am – 9am; probably Tuesday and Thursday Term Time only Must hold a current and valid Working with Children Check Must have current Senior First Aid qualifications Supportive of the School's Christian aims and ethos
<b>WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?</b>	
The position requires supervision of Tara's boarders as well as providing support to the Director of Boarding as required.	
<b>ROUTINE DUTIES</b>	
As part of the Boarding House team, duties will include:	
<ul style="list-style-type: none"><li>• Ensuring that the daily routine is followed</li><li>• Responding to students' requests as required including dealing with immediate student concerns and pastoral care issues</li><li>• Managing the Boarding House office as required including completing necessary forms</li><li>• Ordering of supplies for boarders as required</li><li>• Administering medications as required</li><li>• Responsibility for evacuation procedures if required</li><li>• Answering the phone and front door</li><li>• Communicating with parents/guardians as required while on duty</li><li>• Supervising homework as required</li><li>• Ensuring students have signed in and out</li><li>• Supervising the collection of laundry</li><li>• At dinner - supervise laying and cleaning of tables, calling students to dinner, announcements to students, monitoring student behaviour and attendance, marking off names</li><li>• After dinner - record and collect mobile phones from Years 5 - 10 as they go to Prep and at bedtime (including collection of laptops)</li><li>• Ensuring Years 11 - 12 and Senior students are completing prep (open doors of rooms) and liaise with Director of Boarding if academic assistance is required</li><li>• Routinely checking on maintenance requirements</li><li>• Completing any paperwork, filing, and duties as required by the Director of Boarding</li><li>• Locking up the Bowerm Room and turning on the alarms</li><li>• Supervising the bed routines of Junior boarders (up to Year 10)</li><li>• Ensuring all Senior boarders are in their rooms by 10:30pm</li><li>• Ensuring all student rooms/cubicles are tidy</li><li>• Contacting the Director of Boarding in an emergency</li><li>• Accompanying the boarders on outings to shops or assisting with implementing or supervising after school or weekend activities (as required)</li><li>• Completing any duties as required by the Director of Boarding</li></ul>	



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As well as the above regular duties, overnight duties will include:

- Turning on the final alarm after the last Boarding House staff member leaves Eggleton House
- Attending to any medical emergency as required

Being On Call, turning off the alarms at 6:00am the next morning and completing wakeup routines as required

## PERSONAL REQUIREMENTS

- strong attention to detail
- ability to work as a member of a team
- proactive work ethic
- ability to work unsupervised
- friendly and professional manner
- able to work outside of normal hours on occasions

All Tara staff are expected to be committed to the overall life of the School, willing to participate in the School's extracurricular program and supportive of its Christian ethos. Tara is a non-smoking workplace.

For more information about Tara, visit [www.tara.nsw.edu.au](http://www.tara.nsw.edu.au)

Application, including full CV, cover letter, and details of three referees, should be sent to:

**The Director of Policy, Compliance and Human Resources**

Tara Anglican School for Girls  
Masons Drive  
North Parramatta NSW 2151

**By Tuesday 7 December 2021**

Phone: 02 9630 6655

Email: [employment@tara.nsw.edu.au](mailto:employment@tara.nsw.edu.au)

*Employment will be subject to providing evidence of a current and valid Working with Children Check*