



Pymble Ladies' College

POSITION DESCRIPTION

Title: Boarding Administration Co-ordinator

Date Updated: 4 June 2021

Reports to: Director of Boarding

Position Purpose and Objectives

Boarding at *Pymble* is a unique experience which provides girls from diverse backgrounds with a home away from home. Our aim is to create and sustain a warm and friendly, safe and secure environment for girls that supports active engagement in all aspects of College life.

Reporting to the Director of Boarding, the Boarding Administration Co-ordinator has a clear passion for working with students in a residential setting. They are committed to the exemplary care and wellbeing of Boarders and are diligent in providing opportunities for them to maximise their Boarding experience.

As the 'front of house' face of Boarding, the Boarding Administration Co-ordinator is integral to creating a warm and welcoming atmosphere within the Boarding community. Understanding and responding to the demands of a residential community is key to this position. The ability to demonstrate enthusiasm, empathy and energy to all key stakeholders is essential. The Boarding Administration Co-ordinator works collaboratively to build a strong and connected Boarding community and maintain a reputation of excellence in Boarding.

The Boarding Administration Co-ordinator works 38 hours per week Monday to Friday for 44 weeks of the year. Attendance in week prior to the commencement of Term 1 and on the last two days of each following term break is required.

Core Job Role Accountabilities

1. Provision of administrative support to the Boarding School

- 1.1 Assist with the prioritising, co-ordinating and diarising of internal and external commitments of the Director and Deputy Director of Boarding.
- 1.2 In conjunction with the Director and Deputy Director of Boarding, co-ordinate the annual calendar of Boarding programs including planning, delivery and event coordination

- 1.3 Manage the incoming GAP student program in conjunction with the Director of Boarding.
 - 1.4 Attend calendar meetings and represent the Boarding School as required by the Director of Boarding.
 - 1.5 Provide administration support for the Boarding Parent activities that are hosted by the College.
 - 1.6 Work with the Director of Boarding to facilitate the transition programs.
 - 1.7 Assist with the coordination of the Boarding staff roster.
 - 1.8 Co-ordinate the annual update and online publication of Parent and Staff Handbooks and Boarder information.
 - 1.9 Liaise with parents, students, other school personnel and members of the public, when required.
 - 1.10 Arrange bookings for travel for Boarding staff and students and Boarding Expos.
 - 1.11 Purchase supplies as needed for Boarding including the purchasing of miscellaneous supplies for Joan Hammond House.
 - 1.12 Monitor expenditure including managing a petty cash float.
 - 1.13 Provide Marketing Team with current Boarding information for the College website.
 - 1.14 Liaise with the Personal Assistant to the Deputy Principal for Indigenous Student travel at the beginning and end of each term.
 - 1.15 Co-ordinate the Extended Day Student program and Boarding Family Friends Program.
 - 1.16 Collate and provide all charges to finance including charges for all Boarding related activities, the Extended Day Student program and short-term Boarding.
 - 1.17 Work with the Heads of Year (Boarding) and Facilities team to ensure a safe and functional environment.
- 2. Event and Program Management as determined by the Director of Boarding**
- 2.1 Plan and co-ordinate Boarding events as required for example: Boarder socials, Transition programs, Boarding community events, Earth Hour, Boarders' Week, Jersey Day, Boarders' Charity event, Love It program activities.
 - 2.2 Prepare risk assessments in conjunction with event manager and College policy
 - 2.3 Enter events and relevant charges in Edumate calendar.

3. Communication

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 3.2 Receive telephone enquiries, mail and email correspondence for Boarding and distribute information as appropriate in a professional and confidential manner.
- 3.3 Assist with the preparation of the weekly newsletter.

4. Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

5. Professional Learning

- 5.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

6. Other duties may be required from time to time

Position and Leadership Capabilities

- ***Accountability and Decisive Action***
You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.
- ***Interpersonal Effectiveness***
You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the College.

Core Skills, Knowledge and Experience

- Willingness to support the ethos and values of the College.
- Ability to demonstrate knowledge of operational aspects of administration within an educational environment.
- Ability to demonstrate efficiency and attention to detail in the preparation of materials both hard copy and electronic.
- Proficiency with a variety of software applications and databases with an emphasis on MS Outlook, Word, Excel, and Edumate.

- Proven ability to collate and organise information and manage timeframes and deadlines for self and others.
- Willingness and ability to adopt a flexible approach to work tasks and to manage changing priorities.
- Willingness and ability to work productively and effectively in a team to achieve shared goals.
- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust.
- Excellent customer service skills.
- Ability to demonstrate professional conduct, confidentiality and discretion at all times