



KINROSS WOLAROI  
— SCHOOL —

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# House Mother Boarding

Candidate information pack

Closing Date: 26 January 2021

January 2021

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## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called "Wolaroi", is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called "PLC", is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

## Further information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School.

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## About the position

The purpose of the House Mother is to assist in the smooth and effective running of the Boarding House as directed by the respective Head of House and Head of Boarding. The main responsibility of the House Mother is to support the head of house by ensuring the welfare and wellbeing of all pupils in their house, the smooth running of the domestic arrangements of the House and for oversight of all cleaning and maintenance requirements.

### Position Context

The House Mother is responsible to the Head of House and is a key member of the House community. A Boarding Housemother role at Kinross Wolaroi School is one of significant importance and responsibility.

The Housemother has a special role in assisting the Head of House in creating a general sense of belonging to a happy and well-disciplined house. The Housemother will be a caring and patient individual who can bring a wealth of experience from previous work. It is vital that the Housemother and Head of House establish harmonious relationships based on trust.

The Housemother is a key member of the House team that delivers pastoral and health care to the pupils. Housemothers assist the Head of House in caring for pupils on a daily basis; they should know them well, and take an interest in who they are.

The Housemother requires understanding and sympathy for the pupils, balancing friendly disposition with the need to maintain discipline.

This role provides an opportunity for a full-time member of staff to develop a full relationship with students and thus a chance to play a significant role in their overall education – academic, spiritual, physical and moral – and in doing so give them the opportunity to recognize and develop their talents.

At Kinross Wolaroi there are 8 boarding houses; 4 boys and 4 girls. Each Boarding House is the home of students ranging from Year 7 to Year 12. Boarding staff are required to provide quality pastoral care and support as well as appropriate supervision for all boarding students in their care.

House Mothers are required on site Monday to Friday during the School's Academic Term from 3pm – 9:30pm with an additional 1.5 hour daily allowance for supper shopping. There will also be occasions when boarding staff are required to be present for staff meetings and professional development days.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<i>Domestic</i>	<p>Liaise with and provide support and assistance to other Housemothers</p> <p>Manage and direct the work of the House cleaning roster</p> <p>Liaise with the Laundry staff in regards to laundry requirements and to arrange for the laundering of larger items, such as curtains or duvets</p> <p>Ensure the students put out their laundry on a regular basis, to sort the laundry and be present for its collection by pupils</p> <p>Ensure students have clean clothes which are repaired and replaced as required</p>



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	<p>Take responsibility for any unmarked items and trace missing items where possible</p> <p>Oversee the general tidiness of the House and the pupils in the House, ensuring the standards of cleanliness and hygiene are kept high at all times (at times, this may require the Housemother to assist the cleaning roster)</p> <p>Inspect the general condition of the House on a daily basis and report repair requirements to the Facilities Department</p>
<b>Health and Wellbeing</b>	<p>Promote and safeguard the health, welfare and development of all pupils under your care</p> <p>Maintain confidentiality in all pupil matters as discussed with House staff</p> <p>Be aware of the individual health problems of the pupils in the House</p> <p>Liaise with Health Centre staff with regard to the treatment or care advice for individuals as and when required</p> <p>Provide first-aid treatment as appropriate</p> <p>Keep the Head of House informed of the health of individual boarders as appropriate</p> <p>Accompany boarders on medical and dental appointments as required</p>
<b>House specialist</b>	<p>Liaise with catering over catering requirements</p> <p>Be available for special occasions such as Boarder travel days to welcome pupils back</p> <p>Receive and distribute House mail</p>
<b>General</b>	<p>Attend all boarding staff meetings and school professional development days as and when required</p>
<b>Other duties</b>	<p>Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Head of House, Head of Boarding and Business Manager</p>

### PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review  
The School reserves the right to alter roles and responsibilities requirements as required

### REPORTING

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be *responsive* to the directions of the Head of Girls Boarding and the Head of House (the Supervisors).



## SELECTION CRITERIA

### General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School

Attend staff meetings and training when required

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner

Maintain professional confidentiality concerning information about staff and/or students and their families

Act as a member of a team, developing and supporting the philosophy and ethos of the team

Ensure that all documents are prepared and presented in accordance with the School's Style Guide

### Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

### Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

### Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

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Cheerful disposition

Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

**Essential Criteria**

Previous experience working in and/or a good knowledge of boarding school environments

Well-developed communication skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including students, teaching and non-teaching staff

Ability to communicate comfortably and informally with parents and families of boarders

Ability to empathise with the particular needs of regional and remote families

An ethical, positive and compassionate outlook

A natural team player with proven ability to work collaboratively with a diverse range of people whilst maintaining focus on the required outcome

Demonstrated sympathy to, and evidence of practice consistent with, the religious and faith life of church schools.

An ability to demonstrate a high level of initiative and organisational skills, and the ability to plan, set priorities and make sound judgements based on thoughtful evaluation so as to meet the objectives of the School

Ability to remain calm and think clearly under pressure

Attention to detail and a high degree of personal organisation

Demonstrated ability to influence, negotiate effectively and resolve conflict constructively

Sound numeracy and literacy skills

Sound administrative skills

**Desirable Criteria**

ABSA Duty of Care Certificate (to be obtained within six months of appointment)

Youth Mental Health First Aid Certificate (to be obtained within six months of appointment)

Current First Aid (and CPR) Certificate (to be obtained within six months of appointment)

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## Appointment conditions

The role is a full-time position and will require attendance on School business Monday to Friday during the School's Academic Terms. For obvious reasons boarding requires the ability to commit to School business hours as well as after-hours commitments commensurate with the nature of boarding.

The House Mother is expected to immerse themselves in the life of the School and its boarding community.

Employment will be offered on the basis of a full time, ongoing position.

Remuneration will be according to The *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* (the Enterprise Agreement) as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

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## Application

To make a confidential enquiry about the position, please contact Madeleine Thomas, Human Resources Advisor on 02 6392 0484 or [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details. The CV should clearly detail achievements under each position held preferably in point form and focusing on challenges and how you resolved them.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

or addressed to

Ms Madeleine Thomas  
Human Resources Advisor  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation*

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