



KINROSS WOLAROI  
— SCHOOL —

# House Mother

## CASUAL

Candidate Information Pack

Closing Date: 1 November 2024

October 2024



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

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 Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).



## POSITION OBJECTIVES & RESPONSIBILITIES

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 Boarders 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 a key member of the Boarding community; the role is one of significant importance and responsibility. 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 Boarders on a daily basis; they should know them well and take an interest in who they are.

The Housemother requires understanding and empathy for the Boarders, 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 recognise 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 Thursday during the School's Academic Term from 2pm – 9:30pm (7 hours per shift inclusive of a 30 minute unpaid break) and Friday each week of operations 2pm – 6pm (4 hours). The remaining contracted 12 hours of pay each fortnight will be used to facilitate the Boarder Health Clinic roster inclusive of an on call allowance. There will also be occasions when boarding staff are required to be present for staff meetings and professional development days.

The House Mother can expect to liaise with:

- Director, Head of Girls Boarding
- Director, Head of Boys Boarding
- Heads of Boarding Houses
- Staff
- Students
- Parents
- External Stakeholders



## POSITION DESCRIPTION

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

Key Word	Duties
<b>Domestic</b>	<ul style="list-style-type: none"><li>• Liaise with and provide support and assistance to other Housemothers</li><li>• Manage and direct the work of the House cleaning roster</li><li>• Liaise with the Laundry staff in regards to laundry requirements and to arrange for the laundering of larger items, such as curtains or duvets</li><li>• Ensure the students put out their laundry on a regular basis, to sort the laundry and be present for its collection by pupils</li><li>• Ensure students have clean clothes which are repaired and replaced as required</li><li>• Take responsibility for any unmarked items and trace missing items where possible</li><li>• 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)</li><li>• Inspect the general condition of the House on a daily basis and report repair requirements to the Facilities Department</li></ul>
<b>Health and Wellbeing</b>	<ul style="list-style-type: none"><li>• Promote and safeguard the health, welfare and development of all pupils under your care</li><li>• Maintain confidentiality in all pupil matters as discussed with House staff</li><li>• Be aware of the individual health problems of the pupils in the House</li><li>• Liaise with Health Centre staff with regard to the treatment or care advice for individuals as and when required</li><li>• Provide first-aid treatment as appropriate</li><li>• Keep the Head of House informed of the health of individual boarders as appropriate</li><li>• Accompany boarders on medical and dental appointments as required</li></ul>



Key Word	Duties
House Specialist	<ul style="list-style-type: none"><li>• Liaise with catering over catering requirements</li><li>• Be available for special occasions such as Boarder travel days to welcome pupils back</li><li>• Receive and distribute House mail</li></ul>
General	<ul style="list-style-type: none"><li>• Attend all boarding staff meetings and school professional development days as and when required</li></ul>
Other	<ul style="list-style-type: none"><li>• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the as directed by the Directors, Head of Girls &amp; Boys Boarding, Head of House.</li></ul>

### 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 Executive Director, Corporate & Governance. For day-to-day operational matters the position will be responsive to the directions of the Directors, Head of Girls & Boys 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.
- Willingness to support the Mission and Values of KWS.
- 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 professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives 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.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

### Essential Knowledge, Skills and Attributes

- Strong service orientation and excellent interpersonal/relationship management skills and ability to engender trust.
- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
- Excellent problem solving, organisational and time management skills.
- Strong communication skills, with an ability to lead, inspire and motivate others.



## Essential Professional 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
- ABSA Duty of Care Certificate
- Youth Mental Health First Aid Certificate
- Current First Aid (and CPR) Certificate

## Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



## Workplace Health & Safety

- Be informed of and comply with 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.





## APPOINTMENT CONDITIONS

Employment will be offered on a casual basis.

Casual hours will be during the weeks of Boarding House operations (39 weeks per year).

You will generally be required to work Monday to Thursday from 2:00pm to 9:30pm (7 hours per shift, including a 30-minute unpaid break), and Fridays from 2:00pm to 6:00pm (4 hours). However, there may be additional hours outside of this schedule.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The House Mother position is classified as Boarding Level 2 under the MEA. In 2024, the annual full-time salary for Boarding Level 2 is \$66,614. The casual hourly rate is \$42.03 (\$33.62 per hour plus a 25% casual loading).

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

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

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact the People & Culture Department on [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au).

Before submitting your application, please ensure that you have:

- 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 Knowledge, Skills and Attributes and the Essential Professional 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.

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 [recruitment@kws.nsw.edu.au](mailto:recruitment@kws.nsw.edu.au)

or addressed to

People & Culture Department

Kinross Wolaroi School

Locked Bag 4

Orange NSW 2800

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