



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Boarding House Assistant
HOURS OF WORK	Casual
SCHOOL	Melbourne Girls Grammar Merton Hall Campus 86 Anderson Street, South Yarra, 3141
FACULTY/DEPT	Boarding House
REMUNERATION CLASSIFICATION	Melbourne Girls Grammar Enterprise Agreement 2026 – Boarding House Assistant – Category 1
REPORTS TO	Director of Boarding, Assistant Director of Boarding and ultimately the Principal.
SUPERVISES	Boarding Students
POSITION OBJECTIVE	To assist in providing guidance and support to the students of the MGGGS Boarding House in such a way as to promote their educational, spiritual and physical growth and wellbeing in a positive and constructive environment.
KEY ACCOUNTABILITIES	KEY TASKS FOR BOARDING HOUSE ASSISTANTS
Boarding House Activities	<ul style="list-style-type: none"> • Assist with activities on and offsite, including supervision of students. Activities will be planned and organised by Senior staff. • Ensure that an EpiPen and First Aid Kit are taken on offsite activities • Assist with roll taking during offsite activities
Safety of Boarders	<ul style="list-style-type: none"> • ‘Every Student – Every Day – Every Shift’ Every student must be sighted/accounted for by each staff member on every shift. Every room of the house must be entered on each shift to monitor health, safety and well-being. This is the foundation of our security and safety policy for all students. • Maintain professional boundaries <ul style="list-style-type: none"> – No staff should connect with or be friends with a student on any form of social media. – Any photos must be taken on a boarding house phone. – No photos on personal phones.

	<ul style="list-style-type: none"> • Complete all required compliance training, read, understand and sign the MGGS Child Safety Code of Conduct in the Boarding House Staff Manual on commencement. • Ensure all visitors sign in and wear visitor identification. • When speaking with a student one on one if in a bedroom the door must remain open and other staff must be alerted prior to the discussion. • Before entering any room staff must knock first. • Monitor all leave in Orah so at all times students can be accounted for. Including following up any Overnight Leave requests. It is essential students sign in when they have returned. In peak times, the desk is to be staffed otherwise staff should be in the House, at Prep or in Phelia/Gilman with the students. <p><u>Staff can at no time leave the house while on duty unless arranged with the Director of Boarding.</u></p>
	<p style="text-align: center;">The Boarding House Assistant supports Boarding Supervisors in all of the following:</p>
<p>Maintaining the Students' Home</p>	<ul style="list-style-type: none"> • The Boarding House is home to up to 90 boarders. Staff are responsible for the co-ordination, monitoring and upkeep of the home. This can include but not limited to kitchen and laundry cleaning, stocking food supplies, monitoring and acting upon occupational health and safety (OHS) issues, tidying and cleaning common spaces and support students with their private space. • Submit all safety and/or repair work on Office 365 Maintenance spreadsheet. Report any major cleaning issues to the Director and cleaners. • On each shift routinely check: <ul style="list-style-type: none"> - Communal living areas are clean, safe and tidy. - Bathrooms; monitoring for cleanliness, removing empty/unused toiletries, reporting water on the floor. - Kitchens; washing dishes and wiping benches. - Laundries; rotating through washing/drying, removing lint from dryers, collect and tidy. - Corridors; collect baskets crockery abandoned items. - Common rooms – tidy cushions, remove crockery, turn off T.V and maintain a clean environment. • Encourage students to tidy and clean the space themselves. If not, this responsibility falls with staff. • Encourage, educate and support the students to self-manage.

Caring for the Students	<ul style="list-style-type: none"> • Welcome returning students from school. • Listen, assist and advise students as required. • Ensure the daily routine is followed. • Conduct a regular walk through the Boarding House throughout a shift to monitor student activities and behaviour, and room tidiness. • Supervise and work with students as necessary during Prep times and ensure that a quiet and productive environment for study is maintained. Be proactive in supporting the students. • Assisting with bedtime and wake up routines for Years 7-12. • At dinner, supervise, call students to dinner, monitoring student behaviour and attendance, marking the dinner roll. • Accompanying the boarders on outings to shops/activities. • Staff are not to bring their own work onto any shift. If you have excessive responsibilities out with your role eg: university, it is your responsibility to flag this with the Director in advance. • Report absences by email to Attendance@mggs.vic.edu.au No ill students are to be left in the Boarding House without a staff member present. • Immediately respond to students who are not compliant with the culture or routine of the house (e.g. a student not being in bed after lights out); - refer to the Procedure for the Management of Boarder Behaviour. • Liaise with a Boarding House Supervisor as soon as possible in the case of more serious offences, e.g. smoking, forged leave confirmation. • The Director must be notified immediately when a student is experiencing problems of a psychological/behavioural or academic nature.
Administration	<ul style="list-style-type: none"> • Provide secretarial and administrative support in the Boarding House offices as directed by Boarding Supervisors and foster a professional atmosphere at all times. • Keep offices tidy and ensure students cannot access confidential information with online or in hard copy e.g. student information. • Supervising in the Boarding House office as required including necessary forms. • Completing any duties as required by Boarding Supervisors, Assistant Director or Director of Boarding. • Ensuring phones for Year 7-10 are in the devices room before bed • Following evacuation procedures when required • Ensure all leave documents on Orah are maintained. • Email all staff handover is read at the beginning of each shift.

	<ul style="list-style-type: none"> • Ensure Orah roll check is completed 4x per day: <ul style="list-style-type: none"> - Morning - Afternoon - Dinner - Bedtime
	<ul style="list-style-type: none"> • Promote a caring and supportive atmosphere. • Complete all tasks on shift. Professional and collegial expectations of each other are high. • Notify the Director if you are required to be absent during a shift, e.g. medical appointments, illnesses. Leave without pay may be applied for via the Principal's Office. Any swaps between staff members must be negotiated with Senior Staff.
Other Duties	<ul style="list-style-type: none"> • If a student presents with a medical issue requiring medication this must be referred to a Boarding Supervisor to manage. • All staff must be HLTAID011 (previously 003) First Aid trained. • All staff (if possible) to attend Boarding House staff meetings, which are to be held at least 2 times per term. • Boarding staff are "the face of our Boarding House" and a professional phone manner, level of dress, wearing name badge, and application to the job is to be expected at all times in all shifts. • Dress code: smart casual. • Wear your name badge at all times. • Thorough and working knowledge of MGGS policies located on the intranet. • Fire Drills – each term. Have current knowledge of Fire and Emergency Drills (complete fire drill report form afterwards). <p>Commencement of Term</p> <ul style="list-style-type: none"> • Staff are expected to attend the Staff Days and any relevant meetings and professional learning on days prior to boarders returning. This will be advised by the Director of Boarding.
Professional Development	<ul style="list-style-type: none"> • To attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.
OTHER	<ul style="list-style-type: none"> • Ensure all School policies are adhered and comply with the MGGS Staff Code of Conduct. • Any other duties as requested by the Director of Boarding.
CHILD SAFETY REQUIREMENTS/ OBLIGATIONS	<ul style="list-style-type: none"> • Must have experience working with children. • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety. • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

	<ul style="list-style-type: none"> Abide by all MGGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGGS Statement of Commitment to Child Safety. Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
SKILLS REQUIRED	<ul style="list-style-type: none"> A support of the Christian ethos of Melbourne Girls Grammar. Lead by example, as guided by the MGGGS values. The demonstrated ability to identify with the needs, aspirations and challenges facing today's adolescent students. The demonstrated ability to lead and work as a member of a team with other professionals in the School. The ability to provide a safe and secure nurturing residential environment. An understanding of the issues in students' education and knowledge of current secondary school practices. The ability to communicate effectively with all members of the Boarding House community –students, staff and parents-and of the day-school. The ability to show initiative, to work unsupervised and to devote energy and enthusiasm to this role.
QUALIFICATIONS	<ul style="list-style-type: none"> A current Victorian Employee Working with Children Check. HLTAID011 (003) Provide First Aid and HLTAID009 (001) CPR certificates.
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGGS Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> As MGGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy.

	<ul style="list-style-type: none"> • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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Expectations:

1. Full attention on shift.
2. Every staff member is responsible for every student.
3. Don't leave the BH without contacting staff.
4. No visitors on shift.
5. No common property eg furnishings, electrics, food etc can be used privately
6. Professional boundaries are essential within a residence. These boundaries must be maintained in person and online. Consult directly in advance with senior staff if you are in doubt. Explicitly staff are not to be friends with students on facebook, instagram etc, staff are not to share their personal mobile number.
7. Confidentiality about students' life at MGGS must be maintained out of and within the workplace.
8. You are employed by MGGS and represent MGGS for the entirety of your contract. This includes online, off duty and in school holidays.
9. Expected attendance at events as listed.
10. Act in the moment re: discipline.
11. Initiative is essential.

Reference	Rev	Date	Page	Authorised By	Signed by Employee
BH Assistant Casual	8	May 2026	6 of 6	Director of Boarding:	_____ / /