



St Andrew's College

May 2025

Dear Applicant,

Thank you for your interest in applying for the position of **Assistant House Manager Position** at St Andrew's College. Included is a –

- Timeline of the appointment process;
- Position Description;
- Application form and referees' details;

I draw your attention to our website where you will find more information about the College, www.stac.school.nz.

Applications for this position close at 900am on Monday, 19 May 2025.

Please address your application, consisting of a covering letter, a CV, **and completed forms** and send to the People and Business Office – recruitment@stac.school.nz

If you have any enquiries about this position, please contact Carlee Hattrill by email CHA@stac.school.nz or by phone on +64 3 940 2080

We look forward to receiving your application.

Yours sincerely,

Justine Scott
People and Business Manager
St Andrew's College

TIMELINE

Position advertised:	Tuesday, 6 May 2025
Applications close:	Monday, 19 May 2025
Shortlisting and interviews in the week of:	Week of Monday, 19 May 2025
Reference checks and offer made to preferred applicant:	Week of Monday, 26 May 2025

Application Requirements

Your application should include:

1. A covering letter explaining why you are applying for the position and the skills and level of experience you have in order to meet the requirements of this position (please refer to advertisement with additional questions to answer in covering letter)
2. A curriculum vitae and the names and contact details of two referees should also be included. The referees should be able to comment on your professional skills, both technical and interpersonal.

Hours of Work

As per position description

Start Date

Week of Monday, 16 June 2025 (to be discussed)



St Andrew's College

POSITION DESCRIPTION: ASSISTANT HOUSE MANAGER (AHM)

Position	Assistant House Manager (Rutherford House)
Responsible to	Director of Boarding (DoB) Assistant to the Director of Boarding (ADoB) Rutherford House Manager
Functional Relationships with	Assistant House Managers Boarding Tutors Boarders College Nurse Maintenance Staff Laundry Staff Cleaning Staff Wider College Staff eg Attendance, Guidance, Teachers Leasing team

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth	Integrity in everything we say and do.
Excellence	Reaching beyond what people expect of us.
Faith	In self, others, and our future.
Creativity	Daring to imagine; turning ideas into reality.
Inclusivity	Valuing diversity; embracing different perspectives.

Areas of Responsibility

- Pastoral care
- Health care and wellbeing of boarders
- Administration
- Management of the cleaning and maintenance of house
- Oversight of laundry services
- General house and boarding advocacy
- (Plus, any other areas as deemed appropriate).

Person Specification

Significant to the position would be the following attributes:

- Relationship building and maintenance with boarders and parents.
- Excellent communication skills.
- Ability to work as part of a team and independently.
- Pastoral care experience.
- Planning and organisation skills with high attention to detail.
- Experience with teenagers and boarding experience an advantage.
- Personal qualities of honesty, integrity, enthusiasm and approachability.

Regular Meetings to Attend

1. AHM meetings
2. House meetings
3. Boarding Management meetings (as required)
4. Boarding staff PD meetings
5. Boarding chapel services and other whole boarding events

Reporting and Performance Appraisal

- The Assistant House Manager is expected to report regularly against the performance indicators for the position.
- The AHM will be appraised annually by the House Manager and Director of Boarding.

Other Requirements and Conditions of Appointment

- This is a part year position where the Assistant House Manager is only required to work during term time and will only be paid for the time when the boarding house is open, plus annual holidays.
- The Assistant House Managers' presence is an important aspect of pastoral care and thus it is expected that they will sleep over at the College Sunday to Thursday. Apart from rostered weekend duties (which are evenly distributed between AHM's over the school term), the weekends are free.
- Assistant House Managers are paid for rostered duties. It is recognised that the nature of this position requires some unpredictable and changeable hours of work. At times, the position may require some degree of flexibility to the specified hours when you are not rostered on duty. (Refer Appendix 1 – Roster and hours of work schedule).

- Electricity, mobile phone, College laptop, community Sky TV, Wi-Fi, and meals (during term time), are provided.
- Accommodation will be provided for both Assistant House Manager and spouse/partner. Both parties will need to be police vetted.
- The Assistant House Manager (and partner) is able to 'live in' over the school holiday period.
- The College reserves the right to request changes of duties or expectations, in consultation with all parties concerned (Rector, Head of Secondary School, Head of Values and Culture, Director of Boarding and House Manager).
- This position is subject to all College policies.

Areas of Responsibility

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Responsibility Area One: Pastoral Care	
Ensure that the St Andrew's College boarding culture is safe, inclusive, fun and family focused.	
Key Tasks	Expected Outcomes
Ensure a high level, duty of care for all boarders is met.	Boarders have a sense of safety and support. The AHM will reinforce standards and expectations on behaviour and guide them in meeting house rules and expectations. Provide compassionate support in times of personal need E.g. home sickness, bereavements etc. AHM's are available for support and council of boarders as required (based on rostered schedule).
Have daily contact with boarding students, taking an active interest and involvement in their boarding and school experience.	The AHM will have an obvious presence within the house and across all three boarding houses, the College, and the wider community. AHM's will be involved in the day to day lives of boarders.
Monitor boarder behaviours, mood, and general demeanour. Intervene where appropriate and report concerns as required to House Manager / Director of Boarding.	Boarders have a constant staff member in close contact who knows them well and can step in to help during times of need. Pastoral notes are recorded as necessary.
Communicate with parents / guardians on day to day matters relating to the care of boarders eg. Leave arrangements, health matters or other updates	Open communication channels between the boarding house and the home are maintained. Parents feel informed and aware of how their son / daughter is doing in boarding.

Responsibility Area Two: Health Care and Wellbeing of Boarders	
To have oversight of boarder health and wellbeing	
Key Tasks	Expected Outcomes
Monitor the social, physical, and emotional wellbeing of the boarding students.	Students are well cared for, and concerns are communicated clearly. Boarders' regularly complete wellbeing tracking tool (Komodo). Responses monitored, interventions as required. Other wellbeing surveys are completed as required.

	<p>Boarders are physical active and socialising with others. Eating habits are monitored to ensure boarders are attending meals.</p>
<p>Provide health care as far as possible and practicable and refer boarders to College Nurse and external health care providers as required,</p>	<p>Administer minor ailments and primary medical care as required. Refer to other professionals for matters of greater concern.</p> <p>Dispense student medication in line with medication administration policy. Care of physical ailments as required.</p> <p>Monitor boarders approved for self-administration of medications as per policy.</p> <p>Ensure medications are stored safely and securely.</p> <p>Coordinate and provide transport for boarders to medical appointments off site.</p> <p>Ensure meals are provided to unwell boarders who may have missed meals or are unable to attend mealtimes in the dining room.</p> <p>Manage boarder personal hygiene routines and cleanliness.</p> <p>Inform House Manager / DoB of any concerns regarding boarder welfare. Record concerns in pastoral and/or duty reports.</p> <p>AHM's must maintain a current First Aid Certificate.</p>

Responsibility Area Three: Administration House routines run smoothly and efficiently	
Key Tasks	Expected Outcomes
<p>To assist in the efficient daily management of the House.</p>	<p>Morning routines include room inspections and uniform checks.</p> <p>In house boarder duty rosters are prepared and managed for the smooth running of the house.</p> <p>Duty reports are completed at the end of shift to ensure all staff are informed of boarder activity.</p> <p>Communicate with parents, students and staff as and when required.</p> <p>Other administrative tasks that contribute to the effective management of the houses are completed as required.</p>
<p>Leave management</p>	<p>Assist House Manager with leave management. Check details of leave and approve leave as per <u>Boarding Policy 56 – Granting leave from the House.</u></p>
<p>Preparation of the house</p>	<p>Rooming is arranged, in consultation with House Manager, for boarder arrival.</p> <p>House is prepared for boarder arrival at the start of each term.</p> <p>Pack downs and room inspections are completed at the end of each term in preparation for holiday leasing.</p>

Responsibility Area Four: Management of the cleaning and maintenance of the house Boarding houses are clean, hygienic, well maintained and free from hazards	
Key Tasks	Expected Outcomes
Oversee house cleaning standards	Monitor cleaning standards on a daily basis and report cleaning concerns to the ADoB / DoB. Ensure boarders are respectful of place and space and they are doing their part to keep communal and personal spaces are clean and tidy.
Communicate maintenance requests	Maintenance requests and damages are monitored and generated as required through Service Bookings. Equipment in house is maintained and replaced when necessary e.g. appliances
Health and Safety	Hazards are reported via duty reports. Accidents and incidents are reported.

Responsibility Area Five: Laundry	
Key Tasks	Expected Outcomes
Ensure the laundry requirements of the house are met	Monitor the condition of the students clothing. Ensure mattresses and bed linen are in a good state of repair. Maintain an efficient system of checking laundry in and out. Oversee mending of students' clothing and linen by laundry staff. Regularly check that names/labels are on clothing – arrange same if necessary. Order and manage all House linen during term time.

Responsibility Area Six: General House and Boarding Advocacy	
Key Tasks	Expected Outcomes
To be an advocate for boarding at all times.	Support the House in sporting and cultural activities where possible. Attend House staff meetings as required by the House Manager/Director of boarding. Support House Manager at social functions as requested. Foster a spirit of House and School pride. Liaise closely with House Manager with respect to upcoming House activities.
Develop positive working relationships with feeder schools and local families.	There is an excellent StAC boarding reputation at feeder schools and local catchment areas.

NB:

The above position description will be reviewed annually at the appraisal meeting.
Professional Development needs will be considered at the annual appraisal meeting.
Other duties and responsibilities may be excluded or included during an annual review.

Appendix 1: Detailed Breakdown of Rostered Hours:

Description of Task	Days	Start	End	Hours per shift	Ave Hours per week
Daily morning routines: (Monday to Friday)	Monday to Friday (indicative times)	7:00am	8:30am	1:30	7:30
After school duty: (Monday to Friday)	Monday & Wednesday	2:30pm	6:00pm	3:30	7:00
	Tuesday, Thursday, Friday	3:15pm	6:00pm	2:45	8:15
Rostered On-Duty: (shared evenly between the AHM's)	Evenings - Monday to Friday	6:00pm	10:00pm	4:00	6:40
	Weekends - Saturday & Sunday	7:00am	10:00pm	15:00	10:00
School Day rostered on call: Monday to Friday (shared evenly between the AHM's)	Monday & Wednesday	8:30am	2:30pm	6:00	4:00
	Tuesday, Thursday, Friday	8:30am	3:15pm	6:45	6:45
Sleepover: (All Sunday – Thursday nights. Friday & Saturday's shared evenly between AHM's)	Sunday, Monday, Tuesday, Wednesday, Thursday	10:00pm	7:00am	9:00	45:00
	Friday (shared evenly between AHM's)	10:00pm	7:00am	9:00	3:00
	Saturday (shared evenly between AHM's as part of weekend duty roster)	10:00pm	7:00am	9:00	3:00
Term Set-up/Pack-down:	Jan 2, April 2, July 2, Sept 2, Dec 3	9:00am	3:00pm	6:00	1:36
			Total average hours per week:		102:46

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

IF APPLICABLE:

Teacher Registration No. _____

Status:

- Registered Teacher Current Practicing Certificate
 Provisionally Registered Teacher Subject to Confirmation
 Not Registered

Present Position

Business: _____

Date Appointed: _____

Nature of Appointment:

- Full time
 Part time

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: Mr Mrs Ms Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Declarations

- 1 – I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- 2 – In accordance with the Privacy Act, I authorise the People and Business Manager or his delegate to obtain further information from the referees listed in this application.
- 3 – I authorise the People and Business Manager or his delegate to make other enquiries as they see fit in relation to my application.
- 4 – I have, at the bottom of this form, disclosed any criminal convictions or charges I may have, and any disabilities and/or medical conditions which may restrict my ability to perform the role that I have applied for.
- 5 – I confirm that I am legally entitled to work in New Zealand.
- 6 – I agree that you may collect information about me from any source, which relates to my application for employment, except for my current employer who will not be contacted without my express permission. This form is an authority for those people you contact to disclose any appropriate information.
- 7 – I am aware that any information supplied by my referees is evaluative material and that it is supplied to you on the basis that each referee has been promised that their identity, and the information they have provided, will not be revealed to me. I understand that I am not entitled to the disclosure of that information.

Applicant's Signature: _____ Date: _____

DECLARATION BOX

Please disclose any criminal convictions or charges you have, and medical conditions and/or disabilities which may restrict your ability to perform the role that you are applying for: