



Boarding House Assistant

Applications for this position close: 9.00am, Monday 25 January 2021

- 20 - 35 hours per week negotiable, contract position to start as soon as possible
- Residential or non-residential option
- Full Drivers Licence and WWVP essential

Who we are

Canberra Girls Grammar School is an independent non-selective Anglican school with approximately 1,400 students. The School has a strong reputation as a leader in the education of girls.

Our intent is to develop young women that are well-educated and who insist on living ethically and purposely. This is an opportunity to join a dedicated, supportive and innovative team in a School committed to excellence. Overlooking Parliament House, our Senior School Campus is also the location of our Boarding House with both international and domestic students in residence.

The Role

A Boarding House Assistant is required to assist with the running of the Boarding House and provides active support and supervision for the boarders. We are looking for a caring and compassionate team member who can foster strong, positive and respectful relationships with our students.

Staff work on a rostered arrangement during student term time with the majority of work scheduled in the evenings and on weekends. Both residential and non-residential options will be considered however, some overnight duties are a requirement of the role. This is an initial contract position through until 3 December 2021.

Experience working with young women in a pastoral or education capacity (paid or voluntary) is highly desirable. Previous experience in a boarding, tutoring or educational setting would be highly regarded. Current Tertiary students and recent Graduates are welcome to apply.

As Boarding House positions involve responsibility for the care of female boarders between the ages of 12 and 18, we are seeking female applicants only.

Applicants will be required to provide a current Working With Vulnerable People check prior to commencing employment.

Applications

Further information, including the position description can be found on the School's website www.cggs.act.edu.au

Applications should be made via the online application form on the Employment page of our website <https://employment.cggs.act.edu.au/>. Applications should include a current resume and short cover letter.

Queries regarding this position should be directed via email to employment@cggs.act.edu.au. Please note that applications cannot be accepted via the employment email address.