



Boarding House Manager Permanent Part-time

About Us

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

This role is part of our dedicated Boarding team that provides a quality home away from home boarding experience to around 150 girls, from across New Zealand and abroad. This role will support our Middle School boarders, Years 7 to 10.

The Role

We are seeking a warm, professional, and dedicated person to join our Middle School boarding team at St Margaret's College. Our boarding houses are more than just accommodation, they are a home for our girls, and we are looking for someone who will help foster a safe, inclusive, caring, and supportive environment.

The successful applicant will:

- Care deeply about the wellbeing of the girls and understand the importance of making boarding feel like home
- Be approachable, empathetic, and responsible for building and maintaining positive and trusting relationships with the students through guidance and mentorship
- Maintain professionalism and uphold high standards of care, safety, and wellbeing
- Work collaboratively with the wider boarding team to create a positive, family-like atmosphere
- Have excellent and timely communication with parents and colleagues
- Bring previous experience in working and/or caring for young people, preferably in an educational or residential setting is ideal, but not essential.

The Hours

This is a permanent part time role, primarily term time, with some hours required on site to welcome boarding girls back prior to the start of each year and term.

The hours are Monday to Friday 2.00pm - 10:30pm, with one weekend out of three as On Call Manager.

Onsite single accommodation may be available for the successful candidate.

The ideal candidate would be able to start early Term 4, 2025, but no later than Term 1, 26 January 2026. Please note that this role will also require a full drivers licence.

If you are warm, reliable, and committed to ensuring our boarders feel valued and at home, we would love to hear from you. A copy of the position description for the role can be found on this link: <https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>.

To apply, please send your CV and application letter by email to Rachel Clemenger, Director of Boarding at recruitment@stmargarets.school.nz

Applications close on Wednesday 3 September 2025 at 4.00pm.