



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.

Our boarding houses are more than a place to stay, they're a home away from home where friendships are made, confidence is nurtured, and girls thrive in a caring and supportive community. We care for around 150 girls, from across New Zealand and abroad.

We're looking for a warm, professional, and dedicated person to join our Middle School boarding team, Years 7 to 10, who naturally creates a sense of belonging and brings calm, care, and connection to every interaction.

In this role, you will:

- Care deeply about the wellbeing of our girls and help make boarding feel like home
- Be approachable, empathetic, and a trusted mentor who builds strong, positive relationships
- Model professionalism and uphold high standards of care, safety, and wellbeing
- Work collaboratively with the wider boarding team to create a fun, inclusive, family-like atmosphere
- Communicate clearly and compassionately with parents and colleagues
- Ideally bring experience working with or caring for young people (in education, youth work, or a residential setting, though enthusiasm and heart go a long way too!)

The details:

- Permanent part-time role (primarily term time) with some hours required on site to welcome boardings girls back prior to the start of each year and term
- Hours: Monday to Friday, 2.00pm – 10.30pm, with one weekend in three as On-Call Manager
- Start date: 26 January 2026
- Onsite single accommodation may be available for the successful candidate
- A full driver's licence is required for this role

If you're someone who thrives on connection, loves working with young people, and wants to make a genuine difference in their daily lives, we'd 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/>.

Apply now and help create a home that inspires confidence, kindness, and community by sending your CV and application letter by email to Rachel Clemenger, Director of Boarding at recruitment@stmargarets.school.nz

Applications close on Sunday 16 November at midnight.