



Position Description

Position	Boarding House Weekend Activity Coordinator
Position reports to	Director of Boarding
Tenure	Permanent, part time (term time only)
Date	January 2026

About St Margaret's

St Margaret's College offers a unique education for girls from Year 1 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.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of this Role

To be responsible for supervising and supporting our weekend boarders, planning and running enjoyable, inclusive activities that encourage participation, connection, and confidence in liaison with the House Manager.

This role will also help with the Boarding administration, including activity planning, transport of students, and overall student care during the weekends, including the physical, wellbeing and safety of all girls and staff.

Responsible for the weekend boarders, Saturday & Sunday 10:00am – 5:00pm (13 hours)

Key Accountabilities

Key Responsibility	Key Deliverables
Ensure the smooth running of the weekend activity programme	<ul style="list-style-type: none"> • An engaging, age-appropriate weekend programme is constructed for each term • Innovation and collaboration with students of activities that build new skills, develop socialisation, and support well-being for teenagers • Escort students on all activities with enthusiasm and safety measures in place • EOTC processes are accurately done • A handover to appropriate staff at beginning and end of duty • Management of the boarding office during duty hours • Communicate and liaise with House Manager on duty and/or the Weekend Overnight Supervisor regarding student programmes and commitments during the weekend • Leave requirements are accurately recorded in REACH (student management system) and always up to date to ensure the whereabouts and accountability of each student • Attendance at all meals when on duty and manage student behaviour and good order of the dining room • The House Manager on call is kept informed of all necessary matters related to the operations of the boarding house and weekend activities • Duty report is completed accurately at the end of each shift
Contribute to the welcoming process of new and existing girls and parents at the start and end of each term	<ul style="list-style-type: none"> • Meet and greet parents/caregivers at the beginning and end of each term, as appropriate • Assistance with an orientation of facilities, systems, expectations, and responsibilities are communicated so that the girls are familiar with the boarding house facilities and procedures at the start of the new school year • Ensure that new girls and families feel welcomed and included and parents/caregivers are aware of the boarding house routines and procedures, and feel reassured through the process • Any settling in problems are resolved quickly.
Manage the safety and security of all girls and staff	<ul style="list-style-type: none"> • The implementation of adequate and structured supervision and security, including student/adult ratio • Professionalism is always maintained while off-site • The girls are aware of general house security and identified hazards, so that girls feel safe in their "home" • Facilitation of parents/caregivers' approval for leave is followed through and everyone is aware of the procedures • The girls keep their rooms and valuables always secure through encouragement and guidelines

	<ul style="list-style-type: none"> • Parents are confident that their daughters are safe through the application of Health and Safety policies and procedures and that this is regularly communicated • Correct EOTC documentation is completed or requested to be done ahead of the planned activity.
Ensure the physical, emotional and mental health of the girls is properly catered for	<ul style="list-style-type: none"> • A fast response to any medical emergency and maintaining a current First Aid Certificate • The House Manager on duty and the school nurse are aware of any health concerns, they are responded to in a timely fashion and appropriately reported back on outcomes to the Director of Boarding, parents, and the school (where appropriate) • A healthy lifestyle is encouraged for the girls • Girls feel supported and trust that sensitive information is handled in a discrete and confidential manner, and they feel heard and respected by: <ul style="list-style-type: none"> ◦ Listening and being transparent with any outcomes and the handling of the information to parents and the school, with the girls being informed of the process • The girls are aware of the availability of the school Counsellors and year level Dean.
To develop positive relationships with parents through communication and transparency (with the House Manager)	<ul style="list-style-type: none"> • Availability of all forms of communication, parents feel that you have listened and acted, if appropriate, on their discussions/concerns • You are open to look at each girl's/family's individual concerns or requirements and act accordingly • Attendance at boarding functions so that you are visible in other settings (as appropriate) • Flexibility for parents needs and foster positive relationships with them • Communication on activities that require additional parent consent.
To develop in the girls, a collective and pastoral responsibility	<ul style="list-style-type: none"> • Encourage empathy to other girl's needs, problems and difficulties of others and offer support as appropriate • The girls treat their own and others' belongings respectfully, securely, appropriately, and tidily • Working with girls individually where and when required to encourage "restorative practice" • Guidance and support for social, emotional, or behavioural issues • Cultural sensitivity, respect and understanding of international and all other girls' traditions and important cultural values. • Inclusivity of all students • Positively role modelling expected behaviour
Administration and Compliance	<ul style="list-style-type: none"> • The whereabouts of the girls always with correct leave recorded in REACH with the appropriate parent approval

	<ul style="list-style-type: none"> • Duty report is completed accurately at the end of each shift • Boarding and school rules are adhered to by the girls • Support the House Manager with administrative tasks • Suitably record the girls' progress, health, achievements, and any misconduct in a timely manner • Ensure effective communication with the Director of Boarding and House Manager on duty • Comply with Privacy and Health and Safety legislation • Liaise with catering staff on meal numbers, special dietary needs, and in-house supplies where necessary • Ensure the house and all its contents are maintained and cared for with repairs and maintenance recorded in REACH as required • Liaise with cleaning staff on individual requirements where necessary
Community Development -to promote and support the ethos and vision of the Boarding and SMC community and maintaining behavioural expectations	<ul style="list-style-type: none"> • Clear systems and guidelines for managing behaviour and encourage good behaviour and positive choices • All relevant parties involved in any incident that occurs within the house are kept informed • You are involved with the debrief of relevant parties in a timely manner after a serious incident • Regular input and opportunities to discuss changes and improvements
Being part of the St Margaret's team	<ul style="list-style-type: none"> • Actively, collaboratively and positively participate as a member of the team • The Director of Boarding and House Manager is kept informed and up to date on all tasks and issues • Collegiality and support across the whole boarding team • Prep support is given for any students requiring assistance • Have a focus, comply with and proactively support all health and safety policies, guidelines, legislation and SMC initiatives • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct • Provide support to other duties as reasonably required • A current First Aid Certificate is maintained • Attendance in-house and external professional development opportunities as appropriate • An active part in staff performance/appraisal reviews

Functional working relationships with:

- Students
- Parents
- Boarding Staff
- Catering staff
- Boarding House Managers
- Executive Principal

Knowledge, skills and experience:

- Experience with Google docs and Apple is an advantage
- Previous experience at a school that has used Kamar is ideal, however a willingness to learn and pickup new systems is advantageous
- Demonstrated experience of working in a busy, complex and changing environment
- Ideally have had experience with planning and implementing an activity programme for young people
- Experience in a working environment where everyone contributes to a well-functioning and happy boarding community
- Ideally have outdoor education experience
- Ideally have worked with young students and have robust student management skills

Key Attributes:

- Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school
- Full and current drivers licence
- Exceptional interpersonal skills
- Exceptional planning and organisational skills
- Experience working in a team environment.
- Teamwork – identifies opportunities and takes action to build relationships between the school, staff, or teams to help achieve shared goals
- Results focused – sets challenging goals for self and understands performance expectations
- Effective Communication - understands and communicates with a strong emphasis on confidentiality and professionalism
- Team player – understands the importance of working as a team for the greater goal
- Resilience - able to think logically and on your feet

St Margaret's College Expectations

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our purpose of “Empowering girls to learn, live and lead:

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders
- Have tenacity in pursuing goals and ensuring they are aligned with the school’s objectives.