



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 just a place to stay — they are vibrant, welcoming homes where friendships are formed, confidence grows, and girls are supported to thrive. We are proud to care for around 150 girls from across New Zealand and around the world, creating a strong sense of belonging and community.

We are looking for a warm, professional and dedicated individual to join our Middle School boarding team, Years 7–10. This is a wonderful opportunity for someone seeking a meaningful, and possibly new career path, that offers stability, purpose, and the chance to make a genuine difference in the lives of young people every day.

If you are someone who brings calm, care and connection to your work, and who is committed to supporting and nurturing girls through these important years, this could be the role for you.

In this role, you will:

- Play a key part in creating a true “home away from home” for our girls
- Build strong, trusting relationships as a mentor, role model and consistent presence
- Support the wellbeing, safety and personal development of each girl in your care
- Contribute to a positive, inclusive and family-like boarding environment
- Communicate openly and compassionately with families and colleagues
- Bring experience working with young people (or a genuine passion to do so, we value attitude and heart just as much as experience)

We would especially welcome applicants who:

- Are looking for a stable, long-term role where they can invest in a community
- Are considering a career in a people-focused, purpose-driven environment
- Value connection, routine, and being part of a supportive and dedicated team
- Have a genuine commitment to the wellbeing and development of girls

The details:

- Permanent part-time role (primarily term time), with some additional hours at the start of each term and school year
- Hours: Monday to Friday, 2.00pm – 10.30pm, plus one weekend in three as On-Call Manager
- Start date: ASAP, but no later than Monday 20 July 2026
- Onsite accommodation may be available
- A full driver's licence is required

If you're someone who thrives on stability and 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 Tuesday 19 May 2026 at midnight.