

Deputy Director of Boarding Job Description

Purpose	To ensure the efficient functioning of the Boarding House.
Personal Specification	The successful candidate will be a highly efficient administrator, discrete, digitally capable, with superior interpersonal skills. They will be collaborative and enjoy working in a busy and often unpredictable environment. They will be able to build, develop and maintain respectful professional relationships across the College. They will acknowledge that confidentiality is paramount.
Reports to	Director of Boarding Principal
Key Relationships	- All Students - All Staff - Families and whānau of students - College Community - Alumni - Relevant government agencies - Other Education Providers

Key Accountabilities	Key Tasks
Student Management	• Administration – Student tracking, daily tasks, leave etc • Behaviour management • Day to day running of the Boarding house • Management of student reports • Allocation rooms and duties to students • Weekend/ Student activities and programme • Facilitate and lead Clan Sport across the Boarding House • Work with all students on goal setting, and check in with students termly to discuss how their goals are progressing and how they could further progress these goals • Pastoral care and mentoring management • Be actively involved in prep and helping students meet their academic goals
Staff Management	• Staff Training • Rosters – Weekend, overnight and Week • Staff leave and sickness management • Oversight of weekday evening staff • First point of call 6-11pm
Facility Rental	• Oversee and actualise all aspects of Holiday Booking organisation, including but not limited to liaising with prospective and confirmed bookings, booking catering provision, allocating rooms and providing rental information to all involved staff.

Communications and Relationship Management	• Prepare and update staff, student and parent handbooks, ensuring that these are shared with the relevant parties and available to access • Parents relations • Event administration
Marketing	• Update the Boarding House Facebook page on a regular basis • Provide a weekly update of Boarding House activities in Hail for the Pilkington Press • Liaise with the General Manager and Administration Assistant – Marketing and Communications on upcoming marketing and possible activities to market the Boarding House
Other	• The Boarding House Assistant Manager will carry out any other duties within the scope of the position that may be required by the Principal or the Director of Boarding.