KINROSS WOLAROI SCHOOL

Boarding Assistant
Maximum Term

Candidate Information Pack

Closing Date for applications: 17 November 2026

November 2026

About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.

POSITION OBJECTIVES & RESPONSIBILITIES

The purpose of the Boarding Assistant is to assist in the smooth and effective running of the Boarding House as directed by the Head of House and respective Director, Head of Girls and Director, Head of Boys Boarding. The Boarding Assistant is responsible for the welfare and progress of all students in their care for the duration of their duty.

The Boarding Assistant is an active member of the School's community. This role provides an opportunity for teaching and non-teaching staff to develop a full relationship with students and thus a chance to play a significant role in their overall education – academic, spiritual, physical and moral – and in doing so give them the opportunity to recognize and develop their talents.

At Kinross Wolaroi there are 8 boarding houses; 4 boys and 4 girls. Each Boarding House is the home of students ranging from Year 7 to Year 12. Boarding staff are required to provide quality pastoral care and support as well as appropriate supervision for all boarding students in their care.

Boarding staff are required to be available to participate in the full roster program including mornings, evenings, and staying overnight in the Boarding House during the week and on weekends when required as per the agreed roster. There will also be occasions when boarding staff are required to be present for staff meetings and professional development days.

The Boarding Assistant can expect to liaise with:

- Director, Boys/Girls Boarding
- Executive Director, Corporate & Governance
- The Head of House
- Boarding Students
- House Mother
- Boarding parents
- Boarding Administrator
- The School Finance Department
- External contractors and organisations

POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Pastoral Care	• Actively supervise the Students in their care by maintaining a highly visible presence in the Boarding House at all times and outside during activities as directed • Encourage an open, warm and inclusive boarding environment in line with the values of KWS • Attend to sick students and deal with minor medical concerns including the issuing and recording of approved medication • Ensure the appropriate dress and behaviour of Students in accordance with school policy • Organise weekend activities for Boarders • Stay overnight in the 'duty flat' as required when on duty • Maintain an active presence during prep time in the Boarding House to ensure a productive learning environment • Proactively encourage and assist Boarders in their studies • Communicate with parents whilst on duty as required; to welcome visitors to the Boarding House • Inform the Head of House on matters regarding Boarders' health, progress, achievements, relationships, academic work and concerns as appropriate or requested • Inform the Head of House of any emergencies and/or behavioural issues (including bullying) which may arise during the shift • Role-model appropriate behaviour to Boarding Students and other staff through a solid work ethic, a committed and caring approach

Key Word	Duties
Boarding House Management	• Ensure that significant events and pastoral/behavioural issues are recorded using the appropriate means • Assist with the pre-term set up and end of term close down of boarding facilities
General	• Attend all boarding staff meetings and school professional development days as and when required
Other duties	• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Head of House, Director Girls/Boys Boarding and Executive Director, Corporate & Governance

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance . For day-to-day operational matters the position will be responsive to the directions of the Director Girls/Boys Boarding and the Head of House (the Supervisor).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

Essential Professional Criteria

- Previous experience working in and/or a good knowledge of boarding school environments
- Well-developed communication skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including students, teaching and non-teaching staff
- Ability to communicate comfortably and informally with parents and families of boarders
- Ability to empathise with the particular needs of regional and remote families
- A natural team player with proven ability to work collaboratively with a diverse range of people whilst maintaining focus on the required outcome
- An ability to demonstrate a high level of initiative and organisational skills, and the ability to plan, set priorities and make sound judgements based on thoughtful evaluation so as to meet the objectives of the School
- Demonstrated ability to influence, negotiate effectively and resolve conflict constructively

Desirable Professional Criteria

- ABSA Duty of Care Certificate (to be obtained within six months of appointment)
- Youth Mental Health First Aid Certificate (to be obtained within six months of appointment)
- Current First Aid (and CPR) Certificate (to be obtained within six months of appointment)

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

APPOINTMENT CONDITIONS

This role is offered on a part-time basis working in Boys or Girls Boarding. This position will commence 25th January 2027 and cease 3rd December 2027.

Casual hours of work may include weekdays 5pm-11pm, an overnight 'sleepover', mornings from 6:30am-8:30am and as well as weekend duty.

Part time hours of work will average 15.5 hours per week over the year. During each week of Boarding House operations (39 weeks per year) your regular pattern of work will be developed and agreed between you and your supervisor. As a guide, you will be required to do 5pm-11pm one night per week including an overnight 'sleepover' and morning from 6:30am-8:30am. The weekend roster requires 1 weekend in 2 **either** Friday 5pm – Saturday 5pm or Saturday 5pm – Sunday 5pm.

You will also be expected to be available to attend to emergencies or other out-of-hours incidents involving the Boarding House residents on an as-required basis outside of the regular pattern of work that will be agreed with your supervisor. You acknowledge that you will be required to undertake some of these duties during school holidays, public holidays and evenings and on weekends where reasonably necessary to satisfy the inherent requirements of the position and you agree that this is reasonable and that your benefits reflect appropriate compensation for this requirement.

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it. The position of Boarding Assistant is classified as Boarding Services Level 2 of the CMEA. In 2026 this rate is $36.54 per hour.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement. Part-time employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth).*

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

APPLICATION

To make a confidential enquiry about the position, please contact Human Resources - Recruitment on (02) 6392 0300 or at recruitment@kws.nsw.edu.au

Application Checklist

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Criteria (2 pages maximum).
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

How to Apply

Applications will only be accepted by email to recruitment@kws.nsw.edu.au or via the SEEK website. Applications submitted after the closing date of 17 November 2026 will not be accepted.

Employment Checks

Kinross Wolaroi School reserves the right to conduct, request and verify employment checks relevant to the position. These may include referee checks; verification of identity, employment history, qualifications and the right to work in Australia; Working with Children Check (WWCC) clearance verification; NSW Education Standards Authority (NESA) accreditation checks, where applicable; and other relevant background checks. Where lawful and reasonably required for the inherent requirements of the role, checks may also include a pre-employment medical assessment and drug and alcohol testing.

Any offer of employment may be conditional on the satisfactory completion and verification of the checks required for the position. Applicants will be advised of the checks required, and consent will be obtained where required before checks or assessments are undertaken. Referees will not be contacted without the applicant's prior agreement. Information obtained will be handled confidentially and in accordance with applicable privacy and anti-discrimination requirements, including consideration of reasonable adjustments where relevant.

Talent Pool

With your consent, your application may be retained in a talent pool for consideration for future Boarding Assistant vacancies or similar opportunities at Kinross Wolaroi School. Inclusion in the talent pool does not guarantee an offer of employment.