



Ascham School



Boarding Administrator PD

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Department: Boarding

Reports to: Head of Boarding

Ascham is Australia's only Dalton School—a leading academic, non-denominational girls' day and boarding school (Prep–12) in Sydney. Since 1886, our approach has placed the individual girl at the centre—developing independence, confidence and a strong sense of purpose. Ascham graduates leave ready to lead, with the curiosity, capability and character to shape their world.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the School. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the School achieve its strategic objectives

Job Description

This position has primary responsibility for providing a diverse range of high quality and professional administrative functions that underpin Boarding Houses to ensure they run smoothly. It also contributes to the continuous development of a vibrant and engaged Boarding Community and the wider Ascham community.

Core Job Role Accountabilities

- Provide the first point of contact for boarders, their families and staff with an approachable customer-focused manner, professionalism and positive attitude in all circumstances and situations
- Provide high level administrative support to the Head of Boarding and wider team to ensure the smooth running of Boarding at Ascham
- Meet deadlines, demonstrate attention to detail and be highly organised to support the operational aspects of a Boarding House
- Ensure administrative processes and procedures are effective and efficient for both general Boarding administration and specific Boarding House practices
- Contribute to operational and strategic planning for Boarding at Ascham
- Establish and maintain systems and routines that ensure the safety and security of students and that maximise the smooth and consistent running of the house including the administration of Orah, providing contact and support to Boarding staff on duty
- Assist the Head of Boarding or their delegate to implement and manage annual Weekend activities
- Manage, maintain, and distribute regular online communication for the Boarding Community including through Compass, Ascham Gateway and Boarding Notices
- Assist the Head of Boarding or their delegate to manage and implement the orientation program for new boarders
- Manage and oversee the administration of Boarder Travel, including ABSTUDY, SSTS and taxi / shuttle services
- Manage and oversee functions and events for the Boarding Community
- Positively and proactively contribute to the life of the School by attending and participating in school functions, events and programs as required by the Head of Boarding. This includes liaising with external stakeholders, management of and/or attendance at important events such as but not limited to: Boarders' Farewell to Year 12 Dinner, annual Boarder Parent Drinks, National Boarding Week, Boarder Travel Days and the Weekend activities
- Assist the Head of Boarding to manage and maintain the Boarding budget
- Procure items and supplies for Boarding houses, sourcing best price and quality
- Liaise with the Head of Catering regarding Boarding kitchen supplies and for special events
- Manage Concur for Boarding; processing invoices and doing credit card reconciliation
- Manage Boarding Maintenance requests, liaising with the Head of Property and Head of Boarding regarding maintenance and upkeep of the Boarding Houses
- Assist the Head of Boarding or their delegate to manage Boarding exchange program working closely with the Head of Boarding and Student Exchange Coordinator

- Perform limited after-hours duties in line with the After Hours Allowance to support the Head of Boarding in the smooth operation of Boarding Administration and events.

Mandatory Requirements

- Demonstrated experience in delivering customer-focused administrative services
- Exceptional interpersonal skills and commitment to positive relationships and professional communication with all stakeholders
- Ability to work independently and collaboratively in a small team, with an adaptable and proactive approach to all duties
- Effective organisational and administrative skills with the ability to prioritise and meet deadlines
- Demonstrated attention to detail
- Excellent editing skills and fine attention to detail
- An understanding of the Boarding environment
- Advanced computer literacy, including Microsoft Outlook, Word, Excel, and databases
- Current First Aid and CPR Certificate
- Valid Working with Children Clearance (WWCC).

Acknowledgment	
I have reviewed this position description and understand the duties and responsibilities of the role.	
Name	
Signature	
Date	