Boarding Services Coordinator – Full-time

Calrossy Anglican School is seeking an organised, welcoming and discreet Boarding Services Coordinator to join our Boarding team in 2027. Reporting to the Head of Boarding, you will provide high-level administrative and operational support to ensure boarding runs smoothly day to day, communicate with families and stakeholders, and help deliver a safe, welcoming and well-organised environment for our boarders.

In this role, you will provide administrative support, manage records and prepare correspondence for the boarding office. You will coordinate student arrivals and departures, transport and travel bookings, leave records, and boarding events and excursions. You will also serve as a primary point of contact for students, parents and staff, and support child safeguarding, compliance and student supervision as rostered.

About you
You bring proven administration experience and excellent communication and customer service capability with a commitment to tact, discretion and confidentiality. Strong time management, organisation and problem-solving abilities are essential. It is essential to hold a current Working with Children Check and First Aid certification.

Commencing for the 2027 School Year, the position is permanent full-time, 43 hours per week (averaged in term-time), Monday to Sunday as rostered.

Position Description

Position Title:	**Boarding Services Coordinator**
Responsible to:	Principal
Reports to:	Head of Boarding
Key Stakeholders:	Boarding Students Parents Head of Boarding Boarding Staff Principal and Executive
Overview:	The Boarding Services Co-ordinator provides high-level administration and operational support to the Head of Boarding and Boarding Team. The role is responsible for ensuring the efficient day to day administration of boarding operations, assisting with communications with families and stakeholders, and supporting the delivery of a safe, welcoming and well-organised boarding environment.
Duties & Responsibilities:	**Ethos** • Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. • At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. • Support the School's core values of Selflessness, Inclusiveness, Resilience and Integrity. **Administration and Office Reception** • Provide timely and efficient administrative and clerical support to the Head of Boarding and Boarding Leadership team. • Assist with document preparation, filing and records management in compliance with school policy. • Maintain boarding office procedures and systems • Prepare correspondence, reports, notices, newsletters and other documentation. • Manage incoming telephone calls, emails and enquiries from parents, students and staff. • Coordinate meetings, bookings and calendars • Assist in processing purchase orders, invoices and boarding-related expenses • Co-ordinate all financial reporting required from boarding for boarding operations, including casual boarding and any boarding partnerships

	Compliance & Record Keeping • Maintain strong confidentiality regarding family and student issues • Maintain accurate boarding student records within the requirements of school systems and in accordance with school policy and legislative requirements • Assist with the preparation of various reports as directed by the Head of Boarding • Support the implementation of boarding policies and procedures **Student & Family Liaison** • Serve as a primary point of contact for day-to-day enquiries • Ensure the Head of Boarding is always briefed regarding staff, parent and student issues • Exercise initiative in administrative matters, with confidentiality, discretion and tact in dealing with the staff and wider community • Assist with enrolment & transition processes for new boarders and their families • Assist in maintaining Leave records and permissions • Assist in communicating information to parents and families in a timely manner **Boarding Operations Support** • Maintain effective communication with staff, students and families • Provide direction and supervision of other team members as directed • Coordinate student arrivals and departures at the beginning and end of terms • Coordinate transport bookings and travel arrangements • Support Leave administration processes • Coordinate the organisation of boarding events, excursions and recreational activities and programmes as directed. • Maintaining boarding inventories and supplies • Assist with risk management processes necessary for boarding operations **Health, Safety & Wellbeing** • Promote a safe and supportive boarding environment • Assist with maintaining student medical and emergency contact records • Support compliance with child safeguarding practices • Supervise students as required and detailed in Duty Rosters. **General** • Participate in relevant training and professional development activities as required for the position • Participate and contribute to team meetings • Other duties as reasonably instructed by the Principal or their delegate.
Health, Safety & Wellbeing:	**In accordance with the Workplace Health & Safety Act 2021, Employees must:** • Whilst at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school
	Qualifications/Skills • Current First Aid and CPR Certificate • Current Youth Mental Health First Aid • Current Working with Children Check • Demonstrated experience in an administrative or office support role • Certification or demonstrated experience using Microsoft Office software to an intermediate level, particularly Excel, Word, PowerPoint, Adobe Acrobat, Outlook and Teams. • Excellent customer service, interpersonal and communication skills, both written and oral. • Strong organisational, planning and detail-oriented abilities, including the ability to discern priorities, coordinate with others to deliver outcomes. • Ability to manage time effectively, multi-task, adapt to changing priorities and work well under pressure • Strong problem-solving and decision-making skills • Proven ability to work unsupervised using initiative and collaboratively as part of a team. • Ability to work with sensitive information in a professional/discrete manner maintaining confidentiality.

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<tr><td>Selection Criteria</td><td colspan="2">These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:
1. Proven ability and experience in administration, using Microsoft Office software and booking systems.
2. Demonstrated customer service, interpersonal and communication skills and the ability to work with tact, discretion and maintain confidentiality.
3. Proven time management and organisational skills and the ability to work collaboratively in a team, to plan and coordinate tasks and events.
4. Proven problem-solving ability and capacity to adapt to changing priorities and work under pressure.
5. Demonstrated ability to coordinate logistics, including travel and transport bookings, arrivals and departures, events and excursions, with the ability to discern priorities and meet deadlines.</td></tr>
<tr><td rowspan="6">Conditions of Employment:</td><td>Industrial Instrument</td><td>Independent Schools NSW (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025</td></tr>
<tr><td>Work Type</td><td>Permanent/ Temporary Full-Time</td></tr>
<tr><td>Days and Hours of Work</td><td>Monday to Sunday, as rostered
43 hrs per week (averaged in term-time)</td></tr>
<tr><td>Classification</td><td>CMEA – Boarding Services Employees – Level 3</td></tr>
<tr><td>Salary</td><td>$79,492</td></tr>
<tr><td>Location</td><td>Brisbane Street Campus</td></tr>
<tr><td>Campuses:</td><td colspan="2">Brisbane Street Campus (Senior 10-12 and Boarding)
140 Brisbane Street
PO Box 1245
Tamworth NSW 2340

William Cowper Campus (Junior P-6 & Middle 7-9)
242 Moore Creek Road
Tamworth 2340</td></tr>
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The successful candidate is required to uphold the Christian ethos and support the schools core values of **Selflessness, Inclusiveness, Resilience and Integrity.**