St Mary’s Anglican Girls’ School is an independent day and boarding school for over 1400 girls from Kindergarten to Year 12. The school is located close to the ocean in the northern suburb of Karrinyup and, during term time, is home to more than 190 boarders.

Founded in 1921 in West Perth, St Mary’s moved to Karrinyup in the 1960s. The school has a proud tradition of providing a rich and rewarding education for young women to live, learn and grow. The school strives to ensure each student is nurtured as an individual and feels she is an important member of the St Mary’s family.

St Mary’s has a range of excellent facilities including the Lady Wardle Performing Arts Centre, the Lady Treadt Music and Dance Centre, Dannatt and Hearn Halls for sport and the Sir Thomas Wardle Swimming Pool Complex. In 2008 St Mary’s opened a 100 acre property in Metricup, near Margaret River, for student camps and outdoor education.

**ROLE PURPOSE**

All boarding staff at St Mary’s are an integral part of the boarding house. They play a significant role in ensuring that the boarders are safe, cared for, motivated, enthused and valued. We also aim to develop a position of trust between boarding staff and the boarder. It is our mission to support the aims of the school and fully encourage every boarder to reach her potential.

Anne Symington House is a large boarding house and its staff endeavour to be friendly, compassionate, positive and professional in all of their dealings with both the girls and their parents. We aim to make Anne Symington House a welcoming, homely and hospitable environment at all times.

Staff are expected to exhibit professionalism in their dealings with boarders, parents and other boarding staff and strive to achieve the highest standards in carrying out their duties following the boarding procedures. We are a unified team, treating communication as a priority, and value our boarding families and their involvement in the lives of their daughters whilst they are boarders with us at Anne Symington House. Boarding staff are all role models for the girls and thus it is essential that they exhibit positive standards in every respect of their role when on duty.

The priority for the Boarding Night Supervisor would be to manage the care of the two boarding students with diabetes. At all times it is their duty to ensure that these girls are safe and nurtured in all that they undertake. The role includes helping the girls to manage their own BGL levels, to make adjustments to their pumps as necessary throughout the night, to manage their care and health and build a positive and professional rapport with both the girls and their families. The Boarding Night Supervisor is pivotal in the ongoing care and education of the diabetic boarders at St Mary’s, to work towards them managing their own diabetic needs, as they grow in confidence and maturity, in the self-supervision of their pumps and all that being an insulin-pump diabetic entails.

The Night Supervisor will also be required to manage any other students who may present during the night for any medical issues. This is a part-time role, which will be shared amongst three Night Supervisors.
WORKING RELATIONSHIPS

During the course of your role you will have contact with the following groups of people:

**Internal**
- Head of Boarding
- Medical Staff
- Boarding House Staff
- Students

**External**
- Past, current and future families
- Families of girls with diabetes, in particular

DUTIES

Responsibilities include, but are not limited to:-

- Overnight supervision of the boarding students with diabetes on a rostered, nightly basis
- Regular night-time checks of these students as required by their BGL levels and their parents
- Accurate and up-to-date record keeping of these students and their health and well being
- Understanding of the girls’ insulin pumps and daily needs
- Accurate and ongoing liaison with PMH Diabetic Centre as required
- Ongoing daily liaison with the School Nurse, Head of Boarding and Senior Staff Supervisor as required by the care of the girls to ensure full-time care is continual and consistent
- Personal liaison with the girls’ families as necessary
- Effective record keeping of all medication dispensed to students overnight, including BGL, levels and checks
- Assessment of daytime BGL as recorded by the girls and the School Nurse
- Supervision of any necessary changes to the girls’ pumps and insulin levels based on the BGL to be done in liaison with their parents and the PMH Diabetic Centre
- Liaise with parents, PMH and Senior Staff Supervisor to call an ambulance or emergency care as required by the needs of the students, both the diabetics and other girls who present throughout the night
- Administration duties linked to diabetic training and ongoing medical knowledge and care
- Attend to other students’ medical needs as required throughout the night.
- Attendance at staff meetings and professional development courses as requested by the Head of Boarding or Medical Centre Manager in line with the pursuit of lifelong learning in regard to diabetes and the medical needs of adolescent girls
- Be interested in the life of the boarders at St Mary’s
- Report any concerns to the Senior Staff Supervisor/Head Nurse or Head of Boarding
- Other duties as required by the Head of Boarding or Medical Centre Manager

This position incorporates evening shift work from 10.00pm until 6.00am and involves both weeknight and weekend work on a roster basis. The shift requirements for 2016 are for Wednesday and Thursday nights but there may be some flexibility here.

Rosters will be available termly in advance from the Medical Centre Manager.
EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education (Required)

- Senior First Aid Certificate to be current at all times with CPR component
- A Working with Children Check to be current at all times
- A National Police Clearance to be current at all times

Education (Highly Desirable)

- RN or EN Nursing qualification or similar
- ABSA Duty of Care Certificate

Experience and Skills

- Prior experience in a boarding house/nursing environment would be beneficial
- A clear and compassionate understanding of adolescent girls is essential
- A good understanding of diabetes is essential
- Basic computer literacy – ability to email, create word documents and spreadsheets, complete handover and maintenance documents electronically. Basic understanding and ability to use Synergetic, or willingness to learn.

Skills and Personal Qualities

- Ability to:
  - work independently at night
  - make sound decisions in regard to the well-being of our diabetic students especially, but also the other boarders in residence
  - manage a crisis in a calm and professional manner
  - successfully manage a number of diverse tasks in what can sometimes be a pressurised environment
  - communicate positively and effectively with the wider school community
- Excellent organisational skills
- Excellent listening skills
- Good communication and interpersonal skills.
- Ability to work flexible night-time, rostered work hours
- Attention to detail and accuracy in all record-keeping
- Respect and support for all other members of the boarding house staff and students
- The ability to perform all duties with integrity and understanding

St Mary’s is an Anglican school and applicants should be able to demonstrate empathy with and support for the school’s Christian values.
CONDITIONS

The Boarding Night Supervisor is a part-time temporary position. It involves overnight work and is a term-time position and hence school holidays apply.

Reports to: Head of Boarding

Hours: as per roster

Location: St Mary’s Anglican Girls’ School, Elliott Road, Karrinyup

Remuneration: In accordance with the Independent Schools (Boarding House) Supervisory Staff Award and reviewed annually by the School Principal.

The school reserves the right to vary the duties at any time within reason and as its sole discretion. Such a variation of the duties does not constitute a breach of contract or termination of employment.

APPLICATIONS

Applications should include a current curriculum vitae, a cover letter outlining your suitability for the role and the names and telephone numbers of three referees.

These should be submitted to The Principal.

Applications close on Tuesday December 8 and the position will begin in Term 1, 2016.