**Boarding house parent job description – suggested template**

**Job title**

Boarding House Parent, Boarding Supervision Services Grade 3

**Job type**

<Type of employment>

Example -

* Full-time
* Part-time
* Casual

**Location**

<The physical address that the employee will work at. If the job requires travel, state the primary location>

**Supervisor/Manager**

<Who the employee will report to>

Example -

* Office Manager; Shift Supervisor

**Main duties and responsibilities**

<Outline the duties and responsibilities of the position>

Example -

* Managing a boarding house, with significant responsibility for the welfare of students, which includes the maintenance of effective communication with the parents of students and the supervision of other boarding supervision employees
* Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
* Other tasks as directed

**Skills and Experience**

**Qualifications**

<What qualifications, licences or education level does the employee need?>

Example -

* Diploma or Certificate IV in Business Admin or relevant experience
* First aid certificate

**Experience**

<What type and how much experience is needed?>

Example -

* 3 years previous experience in an similar role/industry

**Skills**

<List skills needed for the job, including any technical or interpersonal skills>

Example -

* Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
* Excellent verbal and written communication
* Organised and able to meet deadlines
* Performing basic duties to assist the person in charge of the boarding house in the daily routines involving the care of students and general functions of the boarding house
* Undertaking elementary food preparation and cooking duties, cleaning and tidying the kitchen and its equipment

**Performance goals**

<The level of performance you expect from the employee>

Example -

* Complete administration tasks on time
* Deal with clients, suppliers and other employees professionally at all times
* Ensure office is clean and presentable at all times
* delivery of professional services
* Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise.