



Position Title	Administration Officer (Boarding)
Reports To	Head of Boarding
Department	Boarding
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	School Officer - Level 4
Contact Officer	Head of Boarding
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

The Administration Officer (Boarding) provides high-quality operational and administrative support to the Head of Boarding and the ASSG Boarding Program.

The position is responsible for coordinating a range of boarding logistics, student activities, transport, leave, recreation, systems and administrative processes. It provides an important link between Boarding and other areas of the School, particularly Sport, Enrolments, Marketing, Catering, Maintenance and broader student activities.

A central purpose of the role is to ensure that the administrative and logistical requirements associated with a contemporary boarding program are coordinated efficiently, accurately and consistently.

The position allows the Head of Boarding and other boarding leaders to maintain an appropriate focus on student wellbeing, staff leadership, program development and the quality of the overall boarding experience.

Organisational Relationships

Internal Relationships

- Head of Boarding
- Senior Residential and Boarding team
- Dean of Students
- Sport Coordinator
- Head of Marketing & Enrolments and Marketing & Enrolments team
- Business and Administration team
- Catering, Laundry and Maintenance teams
- Teaching and pastoral team

External Relationships

- Boarding parents and families
- Local sporting clubs and community organisations
- Transport providers
- Regional sporting organisations
- Recreation and activity providers
- Other external organisations supporting boarder activities and opportunities

What Success Looks Like

- Boarding administration is accurate, organised and completed in a timely manner.
- Student transport, leave and activity arrangements are well coordinated and clearly communicated.
- Boarding staff have confidence in the accuracy of schedules, systems and operational information.
- Information within Orah, Veracross and other relevant systems is accurate and consistent.
- Boarding students have strong access to recreational, sporting and community opportunities.
- Communication between Boarding, Sport and other School departments is effective.
- Parents and external organisations experience responsive and professional communication.



- Administrative workload is appropriately removed from the Head of Boarding, allowing greater focus on leadership, student wellbeing and program development.
- Boarding systems and processes continue to become simpler, more consistent and more efficient.

Key Accountabilities

Boarding Administration and Operations

- Coordinate day-to-day administrative requirements associated with the operation of the Boarding Program.
- Assist with the coordination of boarding operational logistics including transport, catering, laundry, maintenance and associated communications.
- Maintain accurate boarding records, schedules and administrative information.
- Assist with the preparation and distribution of boarding documentation, schedules and operational information.
- Support boarding arrival, departure and end-of-term arrangements.
- Coordinate administrative requirements associated with boarding activities, events and special programs.
- Respond to routine boarding enquiries and direct matters to the appropriate staff member where required.
- Provide administrative support for boarding meetings and activities as requested by the Head of Boarding.

Student Transport and Logistics

- Coordinate boarder bus and vehicle scheduling for School, sporting, recreational and community activities.
- Assist with transport arrangements associated with local and regional representative sporting commitments.
- Coordinate transport requirements associated with School club fixtures and activities.
- Maintain accurate transport schedules and communicate arrangements to students, staff and relevant departments.
- Identify clashes or logistical issues and work with relevant staff to resolve them.
- Assist with major boarding travel arrangements at the beginning and end of terms where required.

Leave and Student Movement

- Manage and schedule leave passes through Orah for School, sporting, recreational and approved community activities.
- Assist students, families and staff with routine leave administration.
- Ensure approved activities, transport arrangements and student movements are accurately reflected across relevant systems.
- Liaise with Boarding staff regarding changes to leave, activities and student whereabouts.
- Escalate unusual, incomplete or potentially concerning leave matters to the appropriate boarding leader.
- Support accurate student accountability and safeguarding processes.



Boarding Recreation Program

- Assist in planning and coordinating the Boarding Recreation Program.
- Coordinate bookings, transport, permissions and other administrative requirements associated with activities.
- Promote recreational opportunities to boarding students.
- Liaise with local clubs, sporting organisations, recreation providers and community groups.
- Support opportunities for boarders to participate in local sporting and community activities.
- Maintain appropriate records relating to participation, permissions and activities.
- Assist with the organisation and delivery of significant boarding events and activities.

Sport and Extra-Curricular Coordination

- Assist with the organisation of School club fixtures involving boarding students.
- Coordinate transport requirements for sporting events and commitments.
- Assist with the coordination of local and regional representative sporting commitments.
- Maintain visibility of boarder participation in sporting and extra-curricular activities.
- Work with Sport and Boarding staff to minimise clashes and ensure appropriate supervision, transport and leave arrangements are in place.
- Ensure relevant student participation and logistical information is communicated across appropriate School systems and staff.

Rostering and Staffing Administration

- Assist with staff scheduling and roster administration through Wageloch.
- Assist with staffing arrangements for boarding recreation, events, study and alternative pastoral opportunities.
- Communicate approved roster information and changes to relevant staff.
- Maintain accurate administrative records relating to staffing arrangements.
- Identify roster gaps or operational issues and refer these to the Head of Boarding or relevant boarding leader.

The position supports roster administration but does not hold responsibility for the performance management or professional supervision of boarding staff unless specifically delegated.

Systems Integration and Data Coordination

- Support accurate and consistent information across key School systems, particularly Veracross and Orah.
- Maintain boarding-related student information across relevant platforms.
- Coordinate student groups, activities, permissions and other administrative data.
- Regularly review information for accuracy and consistency between systems.
- Assist with the establishment and maintenance of efficient administrative workflows.
- Identify system or process issues and work with relevant staff to improve administrative practices.
- Maintain appropriate confidentiality, privacy and data integrity standards.
- Support accurate record keeping and information management in accordance with School requirements.



Boarding Communications

- Assist in the preparation and distribution of The Week in Boarding (TWIB).
- Assist with the preparation and distribution of the Boarding Brief.
- Coordinate routine operational communications relating to activities, transport, recreation and boarding logistics.
- Assist in maintaining boarding calendars and schedules.
- Ensure communications are accurate, timely and consistent with School expectations.

Marketing, Enrolments and Boarding Promotion

- Provide administrative support for boarding-related marketing, promotional and enrolment activities.
- Assist the Head of Boarding with administrative requirements associated with boarding enrolments and transition activities.
- Work with the Head of Marketing & Enrolments and relevant staff to support the promotion of the Boarding Program.
- Assist with photography and still/video image coordination for boarding activities.
- Support the collection, organisation and appropriate management of boarding images and content for:
 - parent and community communications
 - School and boarding publications
 - yearbook
 - boarding house materials
 - social media
 - boarder and staff handbooks.
- Assist with boarding orientation, transition and enrolment activities as required.
- Ensure student images and information are managed in accordance with School permissions, privacy and child safety requirements.

Extent of Authority

- The Boarding Administration Officer is expected to exercise initiative and judgement in the organisation and prioritisation of routine administrative and operational matters within established School policies, procedures and directions.
- The position may coordinate activities, schedules, transport, leave, systems and administrative processes but does not hold delegated authority for significant student welfare, disciplinary, staffing, financial or policy decisions.
- Matters outside established procedures, or those involving significant student welfare, safeguarding, staffing, financial or reputational considerations, are to be referred to the Head of Boarding or appropriate senior staff member.

Key Challenges

The position requires the ability to:

- Coordinate multiple competing priorities within a busy residential School environment.
- Respond effectively to frequent changes in student activities, leave and transport requirements.
- Maintain accurate information across multiple School systems.
- Work across departmental boundaries and maintain clear lines of communication.
- Balance forward planning with the need to respond to changing operational circumstances.



- Exercise sound judgement regarding matters requiring escalation.
- Maintain confidentiality while working with student, family and staffing information.
- Support efficient operations without assuming responsibilities properly belonging to boarding leadership.

Ideal Candidate

Mandatory Requirements

- Current Queensland Working with Children Check (Blue Card)
- Legal right to work in Australia
- Meet all legislative and School requirements relating to working with children.
- Comply with the School's Child Safe policies, procedures and Code of Conduct.
- Participate in required Child Safe Standards and Reportable Conduct training.
- Comply with workplace health and safety requirements.
- Maintain appropriate confidentiality and privacy in relation to student, family and staff information.
- Hold a current driver's licence.
- Undertake any required induction, training and professional development relevant to the position.

General Skills and Abilities

- Strong organisational and administrative skills.
- High-level attention to detail and accuracy.
- Ability to coordinate complex schedules and competing priorities.
- Sound judgement and problem-solving capability.
- Ability to work independently within established policies and procedures.
- Strong written and verbal communication skills.
- Ability to develop positive and professional relationships with students, parents, staff and external stakeholders.
- Strong digital literacy and confidence learning and using multiple information systems.
- Ability to maintain accurate records and manage confidential information.
- Capacity to anticipate operational requirements and identify potential clashes or problems.
- A collaborative and service-oriented approach.
- Flexibility and composure in a dynamic School and boarding environment.