



ST JOHN'S D.S.G.
PIETERMARITZBURG
Small school. Big heart.

St John's D.S.G., established in 1897 by the Sisters of St John the Divine, is situated in Pietermaritzburg, KwaZulu-Natal. It is a leading Anglican, independent, day and boarding school for 530 girls (Grades RR - 12), and is a member of the Independent Schools' Association of Southern Africa. St John's has a strong community ethos that gives it a distinct character.

BOARDING ESTABLISHMENT HOUSE MOTHER / HEAD OF BOARDING

Effective from mid-July or by mutual agreement

Applications are invited for this live-in position in our Boarding Establishment, which houses 155 girls from Grade 4 – 12.

The applicant must be suitably experienced, mature (between 40 – 65 years of age) and a single lady (with no encumbrances, including pets and who is a non-smoker).

Previous teaching or nursing experience would be an advantage.

The successful applicant will be required to:

- Be an active person of integrity and enthusiasm, with strong leadership, interpersonal and administrative skills.
- Be able to function independently and as part of a team of care-givers.
- Have initiative, be flexible and be prepared to take responsibility for discipline, organization and travel arrangements.
- Possess a balance of patience, empathy and firmness when dealing with girls.
- Have strong administrative and organizational skills and be fully computer literate.
- Be able to liaise and communicate with parents, administrative and academic staff.
- Be committed to the Christian ethos of the School and able to provide a caring environment for boarders.
- Possess a valid driver's licence and own vehicle. A valid PDP would be advantageous.
- Be prepared to work over weekends, and before term starts and after term ends.
- Apply for clearance with the Child Protection Act and Sexual Offences Register.

Remuneration: The salary will be negotiated during the selection process. No indication of the salary can be given telephonically. The package includes free accommodation, including electricity and water, in a single flatlet in the Boarding Establishment. Meals are provided during term time only.

The application form can be downloaded from our website: www.stjohnsdsg.com.

Once completed, this must be returned to: The Principal, St John's D.S.G., Private Bag X4, Scottsville, 3209, hand-delivered to 77 New England Road, Scottsville, Pietermaritzburg, or e-mailed to sjshm@stjohnsdsg.com

Closing date: 27 MAY, 2019

St John's reserves the right not to proceed with the filling of this post. An application will not in itself entitle the applicant to an interview or an appointment. Applications are open to all South African citizens. **Applicants who do not meet the requirements of the advertised post or who do not submit the application form and requested evidence, will automatically be disqualified from consideration.** Applicants who have not been contacted by the end of June should take it that their applications have not been successful.

KEY TASKS AND RESPONSIBILITIES:

- To carry out all duties, roles and responsibilities as directed by the Principal and Head of Boarding. Manage the Boarder Mistresses and girls in the Boarding Establishment.
- Work evening shifts and over weekends, according to a roster.
- Perform administrative duties, as required.
- To set up and carry out daily routines and programmes to ensure the smooth running of the operation.
- To ensure the boarders follow the aims and objectives of the Boarding Establishment and abide by the rules and regulations.
- To support the School's disciplinary policy and code of conduct in the Boarding Establishment and deal with disciplinary issues.
- To ensure the individual circumstances and needs of the girls are catered for.
- To meet regularly with the Head of Boarding regarding emotional or behavioural problems.
- To liaise with the Head of Boarding and Clinic Sisters to ensure the girls' medical requirements are catered for and to be aware of doctors', dentists' and other appointments.
- To ensure the conditions during study time are conducive to academic progress.
- To ensure the safety and security of all girls, at all times, including ensuring weekend plans and outings are supervised and/or have parental consent.
- To arrange weekend activities for full-time boarders.
- To communicate effectively with boarder parents, telephonically and via email, and deal with queries and concerns.
- To assist with pupil report comments at the end of each term.
- To monitor spending in the Boarding Establishment.
- Liaise with the Estates Manager regarding repairs and ongoing maintenance in the Boarding Establishment.
- To be aware of activities happening on campus over weekends and during the school holidays.
- To perform other key tasks that the Principal or Head of Boarding may assign.

ST JOHN'S D.S.G. APPLICATION FORM FOR HOUSE MOTHER / HEAD OF BOARDING

(Please note this is not a Boarder Mistress application form)

Responsible to: Principal of School and Head of Boarding

Aim: To ensure that efficient routines are maintained in the Boarding Establishment as directed by the Principal and Head of Boarding, whilst ensuring the safety, good discipline and pastoral well-being of all the girls in your care.

Criteria:

***Suitably experienced, mature (between 40 – 65 years of age) lady.
Single (with no encumbrances, including pets and who is a non-smoker).
In good health and willing to undergo a medical examination.***

Personal Details:

Surname _____

Title _____

First names _____

Age _____ (between 40 – 65 years old)

Current address

Date of birth _____

Marital status _____

Contact details

Daytime:	Evening:
Cellphone:	
E-mail:	

	X
I am a South African resident	
<ul style="list-style-type: none"> • Attach a copy of South African I.D. Document 	

All applicants are required to have a valid Driver's Licence, PDP and their own vehicle.

	X	Comment
I enclose a copy of my Driver's Licence		
I enclose a copy of my PDP		
I will apply for a PDP should my application be successful		

Child Protection Act and Sexual Offenders Register

	X
I enclose evidence that I have been cleared by the Child Protection Act and Sexual Offenders register	
I will apply for clearance in due course	

Current employment:

Name and address of employer	
Position held	
Date employment commenced	
Key roles and responsibilities	

Employment history:

Name and address of employer	
Position held	
Date employment commenced	
Key roles and responsibilities	
Date of leaving	
Reasons for leaving	

Name and address of employer	
Position held	
Date employment commenced	
Key roles and responsibilities	
Date of leaving	
Reasons for leaving	

Please give the names and contact details of three people who can provide references:

1.	Name	
	Position held / relationship	
	Email address	
	Telephone (daytime)	
	Cellphone	
2.	Name	
	Position held / relationship	
	Email address	
	Telephone (daytime)	
	Cellphone	
3.	Name	
	Position held / relationship	
	Email address	
	Telephone (daytime)	
	Cellphone	

Checklist of enclosures:

	<input checked="" type="checkbox"/>
I.D. document/passport	<input type="checkbox"/>
Driver's licence	<input type="checkbox"/>
PDP, if applicable	<input type="checkbox"/>
Child Protection Act and Sexual Offenders Register (if registered)	<input type="checkbox"/>
First Aid Certificate (if applicable)	<input type="checkbox"/>
Copies of qualifications	<input type="checkbox"/>

I declare that should the school deem it necessary, I would willingly undergo a medical examination and have those results shared confidentially with the Principal. The information I have given on this form is true and complete and can be treated as part of any subsequent contract of employment. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, or, if I have already been appointed, I may be dismissed.

Signed _____

Date _____

Please return this form and the enclosures to:

Post: The Principal, St John's D.S.G., Private Bag X4, Scottsville, 3209

Hand deliver: The Principal, St John's D.S.G., 77 New England Road, Scottsville, Pietermaritzburg

Email: sjshm@stjohnsdsg.com

Deadline for applications: 27 May, 2019.