

VACANCY HOUSEMOTHER SCHOOL HOUSE

Due to the resignation of Linda Koegelenberg, the above position is available with effect from term 2.

Key Function

The role of the Housemother is twofold in that she should:

Assist the House Director with pastoral care, specifically offering maternal care for the boys as well as to be responsible for the supervision of the general housekeeping of the boarding house.

Duties and Responsibilities

- Responsible for transporting and coordinating of lifts to and from the airport as well as other ad hoc lifting for the boys.
- Liaise with Nursing Sister and House Director regarding medical appointments.
- Maintenance in the house which requires proactive involvement, planning with the House Director and follow through.
- Play an active role on the house parent committee and the organising and set up of house functions.
- Liaise with the Outsourced Catering Manager on a daily basis.
- Responsible for the day to day management of four dormitory staff members
- Responsible for the management of sick boarders.
- Checking laundry and handling laundry charges.
- Distribution of medication.
- Manage petty cash.
- Contactable at all times except when officially off duty (two weekends a month and holidays)

Qualities and Skills

- A dedicated individual who enjoys interaction with boys, staff and parents.
- Excellent interpersonal skills.
- Ability to work independently and be a team player.
- Computer literate
- Initiative and attention to detail.
- High energy level.

This is a busy job for an active individual who enjoys interacting with young people, can manage staff and is well organised.

Interested candidates should email Di Murray at Dmurray@bishops.org.za by 1 February 2019.

