



Rangi Ruru Girls' School

Position Description

This document is subject to reasonable amendments from time to time by the employer to reflect the changing requirements of the position.

Position Title: Nightshift Supervisor

Responsible to: Director of Boarding

Primary Function: To provide care for the boarders overnight and complete administration tasks for Boarding House.

Key Performance Areas and Expected Results

Boarding House Duties

Responsibilities and Expected Results:

- Care of any sick or homesick girls through the night.
- Crossover with evening staff at 11pm.
- Light Housekeeping tasks of common spaces.
- Complete a walk-through the house (all areas) to check for lights out, girls quiet, etc. Do this at least every 2 hours.
- Turn the Moerangi heaters on at 6.45am each morning and light the gas fire opposite the front desk when cold.
- Carry the portable phone with you, whenever you leave the desk.
- Record and issue medication as required.
- Log medical entries from the day.
- Complete any administrative tasks requested by managers.
- Record any interactions with students that night and also any questions or concerns you might have through the Boarding Management System. (if private, email the Director directly)
- Liaise with the Director of Boarding each week to complete any tasks required.

General Performance Areas

Responsibilities and Expected Results:

- Demonstrate belief in and commitment to the Rangi Ruru core values, following the code of behaviour and supporting the Rangi Ruru philosophy.
- Display positive and appropriate communication skills and work co-operatively with others to achieve common goals.
- Willingly co-operate to make Rangi Ruru a healthy and safe place to work, observing safe work practices and adhering to all school health and safety requirements.
- Carry out any additional duties and responsibilities as may reasonably be required to meet the demands of the school operation and activities.

Date: March 2020