



## PIETERMARITZBURG GIRLS' HIGH SCHOOL – BOARDING ESTABLISHMENT

### BOARDER MISTRESS

Pietermaritzburg Girls' High School is a leading secondary school for girls, which provides education from Grade 8 to Grade 12. The day scholar complement makes up the larger section of the school community but weekly and termly boarding facilities are available to 220 girls from areas outside Pietermaritzburg.

As a school, our mission is to promote human dignity and equal opportunity, the maximum freedom of the individual within the context of the maximum good for all, excellence according to the talent and interest of each person, a sound set of values, service, a respect for community and environment, a commitment to the search for truth, the acquisition of knowledge and the development of skills.

The Boarding Establishment is situated in lovely grounds adjacent to the school. Boarding Establishment life enables girls to take a full part in the day-to-day activities offered at school. The girls are therefore able to balance their numerous commitments and keep up with their schoolwork. The Boarding Establishment falls directly under the control of the School Governing Body, the Principal and the Boarder Superintendent. A Lady Warden, 3 House Mothers and 10 Boarder Mistresses live in the Boarding Establishment and are responsible for the welfare and behaviour of all the girls.

#### GENERAL DUTIES:

- The Boarder Mistress must be a presence in the Boarding Establishment (BE)
- She must be a role model to the girls and get to know them on an individual basis
- The incumbent will need to carry out general inspections and rounds of the boarding establishment ensuring the girls are abiding by the overall BE rules
- She must be available and be present at the duty desk in the evenings for any requirements of the girls (e.g. being signed in or out by parents, handing out keys for various facilities, prep rounds and general duties)
- She must also be available to take girls to appointments in the afternoons
- **Weekday duty:** The Boarder Mistress will be on duty one day per week. Rising bell is at 06h00 and she will be expected to be up, dressed and on duty between 05h50 - 07h45 after which time she will be off duty until 14h00 - 22h00. Thereafter she will be on call until the next morning.
- **Weekend duty:** A team of 2 Boarder Mistresses will be expected to be on duty for approximately +/- 2 weekends per term. These duties will start at 07h15 on a Saturday morning and finish on a Sunday evening at 22h00, thereafter she will be on call until the next morning. (The Boarder Mistress will need to be present at the BE at most times on her duty weekend)

**APPLICANTS WOULD NEED THE FOLLOWING PERSONAL ATTRIBUTES:**

- Excellent interpersonal skills
- A friendly and approachable demeanour
- Be assertive and have a positive, cheerful disposition and a “can do” attitude

**NECESSARY QUALIFICATIONS AND SKILLS WOULD INCLUDE:**

- This position is only open to female applicants
- Applicants must be over the age of 21 years
- Applicants must be in the possession of their own reliable vehicle and have a valid driver’s licence for a minimum of 12 months
- Applicants must have the ability to develop positive relationships with the learners and staff

**ALL GHS STAFF ARE EXPECTED TO:**

- Perform all of their duties with integrity and diligence
- Project a professional demeanour and appearance at all times
- Develop positive relationships with members of the GHS school community, which includes parents, learners and colleagues
- Be prepared to support and uphold the ethos of the school as contained in the Mission Statement

*Note: This position is only open for single applicants without any encumbrances. This is a live in position. All meals (except during the school holidays and closed weekends) will be provided. The Department of Education pays a stipend salary.*

Interested applicants are invited to submit a CV of no more than two typed pages indicating qualifications, previous work experience and at least two traceable references to:

**The Lady Warden at [boarding.ghspmb@gmail.com](mailto:boarding.ghspmb@gmail.com)**

Pietermaritzburg Girls’ High School reserves the right not to fill this position.

If you have not been contacted by the school within two weeks of the closing date, please consider your application to have been unsuccessful.

We thank you for your interest in our school.