

House Mother

FULL-TIME PERMANENT BOARDING ESTABLISHMENT VACANCY: HOUSE MOTHER

Pietermaritzburg Girls' High School is a leading secondary school for girls, providing 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 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 (BE) is situated in lovely grounds adjacent to the school. BE routines support the girls in balancing their numerous extramural commitments with their academics while enabling them to fully participate in the day-to-day activities offered at school. The BE falls directly under the control of the School Governing Body, the Principal, and the Boarder Superintendent. A Senior Housemother, four Housemothers and approximately ten Boarder Mistresses live in the BE and are responsible for the welfare and behaviour of all the boarders.

General Duties:

- Work in close collaboration with the Senior Housemother and other Housemothers, attending daily meetings.
- Oversee and mentor Boarder Mistresses, conducting regular meetings.
- Assist with interviews for new Boarder Mistresses, in consultation with the Senior Housemother and Head of Boarding.
- Ensure that boarders are safe and nurtured at all times.
- Engage in pastoral care to ensure boarders' emotional and academic well-being at the BE.
- Take special responsibility for a particular grade as Grade Housemother
- Liaise with other departments regarding BE matters, including the school, kitchen, laundry, sickbay, and housekeeping staff.
- Attend all boarding activities as required.
- Attend all professional development courses as requested by the Head of Boarding.
- Maintain close contact with parents and deal with any issues promptly.
- Conduct general administration, including emails, records, reports, rosters, dormitory allocations, etc.
- Conduct reception duties, including answering phone calls and attending to visitors.
- Plan for boarders' excursions, including arranging transport and packed meals if necessary and making any other special arrangements.
- Drive boarders to events and activities when necessary.
- Be a presence at meals whenever girls are in the BE.
- Delegate and involve all Boarder Mistresses in requisite duties and tasks.
- Interact with and support the boarders, getting to know the girls as individuals.
- Report any concerns to the Senior House Mother or Head of Boarding.
- Work closely with the matrices and other senior leaders.
- Engage in other duties as required by the Head of Boarding.

Suitable applicants need the following personal attributes:

- Excellent interpersonal skills, including empathy, compassion, the ability to listen actively, and remain calm in all situations
- Assertiveness, confidence and unfailing politeness
- To be approachable, tolerant, accepting and impartial
- A positive, friendly and cheerful disposition with a “can do” attitude
- To be flexible and retain a sense of humour while working under pressure
- The ability to encourage positive team relations
- Confidentiality, personal integrity, unlimited patience and stamina

Necessary criteria, qualifications and skills include:

- This position is only open to female applicants.
- A diploma or degree in Education would be an advantage.
- The ability to understand/speak isiZulu would be an advantage.
- Experience working with young adults, especially girls, would be preferable.
- Physical fitness and good health are required (only non-smokers need apply).
- Good computer skills are necessary.
- Applicants must be in possession of their own reliable vehicle and have a valid driver's licence.
- Applicants must have the ability to develop positive relationships with the staff and girls.

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 is a live-in position. All meals (except during the school holidays and closed weekends) will be provided.

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 Head of Boarding at recruitment@ghspmb.co.za

CLOSING DATE FOR APPLICATIONS: 8 JANUARY 2025.

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

If applicants have not been contacted by the school within two weeks of the closing date, their application has not been successful.

Pietermaritzburg Girls' High School is an equal-opportunity employer.

We thank you for your interest in our school.