



Senior Hostel Boarding Manager / Kaiawhina

InZone Education Foundation

InZone Education Foundation provides Māori and Pasifika secondary students the opportunity to live in a whānau-like hostel environment in the zones of Auckland Grammar School and Epsom Girls Grammar School.

We are seeking to recruit a Senior Boarding Manager for our girls kāinga/hostel in Mt Eden, Auckland. This is a Salaried position and includes onsite accommodation.

The Senior Boarding Managers role is to manage and oversee the daily operations and pastoral care for our 36 girls ensuring rangatahi are safe, secure, engaged and supported. This includes managing and leading a team of Boarding Managers and Tutoring Staff.

Role and Responsibility

- As sole charge you will be required to meet all pastoral needs of the rangatahi on site as well as housekeeping duties.
- Daily tasks may include;
- General cleaning and laundry
- Meal preparation and service
- Transportation of rangatahi
- Pastoral care including attending to medical needs
- Overnight on-call to assist rangatahi as required

Skills and Competencies Required:

- Desire be an exemplary leader for a team who trust and support one another and demonstrate collaboration and unity to deliver the best outcomes for our rangatahi
- Genuine empathy, passion and desire to build positive relationships and support Māori and Pasifika rangatahi to help them achieve optimal outcomes in their health, wellbeing, academic and sporting endeavours
- High energy and the ability to motivate and inspire rangatahi to positively engage in activities, school work and other opportunities presented to them
- An understanding and appreciation for “a home away from home” with the ability to provide a homely, welcoming and inclusive environment in a disciplined and focused manner
- Excellent problem-solving skills and the ability to work well under pressure, exercise initiative, judgement and flexibility in dealing with competing priorities, needs and deadlines

- The flexibility to adapt to changing environments, different personalities and challenging circumstances with a smile
- A can-do attitude where nothing is too difficult and a genuine willingness to help with administrative and housekeeping tasks as required
- Excellent written and verbal skills for effective and accurate communication with management, staff, rangatahi, whānau and other stakeholders
- Must hold a current Full Driver's License and First Aid Certificate.

It is critical that all of our team align to the values of InZone as they are the essence of who we are and have been created from our thoughts and alignment to the InZone kaupapa.

- **Manakitanga** – Generosity, Aroha and Loyalty.
- **Kia Tika, Kia Pono** – Respect, Integrity, Fairness, Tautoko.
- **Kia Māia** – Courage, Determination, Striving for Excellence.
- **Kotahitanga** – Unity, Solidarity, Common purpose.

Shortlisted applicants will be required to undergo a Police check. **Applicants for this position must have NZ residency or a valid NZ work permit.**

Please send CV and Cover Letter to info@inzoneeducation.org.nz.