



# Sacred Heart College Hostel Limited

## Hostel Manager

Sacred Heart College Hostel is seeking a dedicated and experienced Hostel Manager to join our well-established and thriving boys' boarding community.

As a residential Catholic, Marist, and Champagnat educational environment, our hostel is home to approximately 125 boys aged 12–18, and plays a vital role in supporting their growth, wellbeing, and development.

We're looking for someone who is passionate about working with young people, committed to fostering a safe and respectful community, and confident in managing day-to-day hostel operations alongside our Deputy Headmaster Boarding.

## Key Responsibilities

- Implement and ensure that boarders meet the expectations for behaviour and day-to-day routines set down by the Deputy Headmaster.
- Manage the initial Hostel response to any behaviour of boarders that constitutes a medium-level breach of the Hostel Code of Conduct. This includes the initial investigation, reporting, recording and consequences for such incidents.
- Managing the protocols and practices for the Leave Orah system
- Act as second in charge of the hostel in the Deputy Headmaster Boarding absences
- To act as staff lead on group bookings.
- To work to build and maintain positive and meaningful relationships with all members of the Sacred Heart College Hostel community. These members include Boarders, Hostel Staff, Members of the College and parents/Guardians.

## The hours of work are:

Monday to Friday (40 hours per week) between 2.30pm-10.30pm. (A rotation of weekends on-call during term time).

This is a permanent, full-time position with a requirement to manage external groups and associated tasks during the school holidays.

## To be successful in this role you will ideally have:

- Proven leadership and communication skills
- Experience working with adolescents in a residential or educational setting

- A genuine understanding of the commitment required to work in a boys' boarding house, and a willingness to contribute fully to the pastoral and educational development of the boys in your care

On-site rental accommodation is available if required at a very reasonable cost, inclusive of all utilities and three meals per day (during term time only).

A Job Description is available upon request.

Salary is negotiable upon appointment.

Please email expressions of interest, including a CV to:

**Nick Croxford, Deputy Headmaster - Boarding**

[ncroxford@sacredheart.school.nz](mailto:ncroxford@sacredheart.school.nz)

**Applications close: 8<sup>th</sup> August 2025**