



St Mary's

DIOCESAN SCHOOL FOR GIRLS

# ST MARY'S DSG

*"When she believes in herself...she will fly"*

Established in 1879, St Mary's Diocesan School for Girls is an independent Anglican School situated in Hillcrest Pretoria. The School prides itself on achieving a balance between the spiritual, moral, academic, cultural and physical development of its girls and enjoys an excellent reputation, nationally and internationally. We provide a caring, unique and dynamic educational environment for day scholars from Grade 0 to Grade 12 and boarders from Grade 5 to Grade 12. St Mary's Diocesan School for Girls in Pretoria is inviting applications for the following position available from available from **01 January 2024:**

## **BOARDING HOUSE MOTHER**

### **Reporting to the Director of Boarding**

St Mary's DSG (Pretoria) seeks to appoint a passionate, experienced and organised Full Time Teacher at St Mary's DSG as Boarding House Mother. You will be working with an amazing team of staff that are vibrant, outgoing and are welcoming to guidance and instruction.

### **Key function:**

Boarding at St Mary's DSG provides a safe and caring atmosphere for over 120 girls from many African countries and cultural backgrounds. Senior School Boarders make up 30% of the Senior School and as such, they are a very important constituent in the success of the School. This is a live-in position requiring the successful candidate to assist the Director of Boarding with pastoral care, specifically offering structure for the girls aged 10 to 18, as well as to be responsible for their supervision. This position is only open for full-time academic staff employed at St Mary's DSG, and has payment in kind of shared or single accommodation including meal portions, WIFI and general amenities during term.

We are looking for a supportive and caring person with the following qualities and skills:

- A genuine interest in, and concern for, young people
- A good understanding of discipline procedures as well as the application of conscious discipline
- Ability to be patient, caring, understanding and empathetic
- Experience working in a multi-cultural context
- Strong organisational and administrative skills with good interpersonal and communication skills
- Report to the Director of Boarding while supervising the daily functioning of the Boarding House students.
- Ability to work independently and a willingness to contribute to a dynamic team
- Willing to support the Christian faith and values of the School
- Valid driver's licence
- Starting January 2024

Please clearly mark the position you are applying for and forward your CV to the HR Manager, Mrs Charmaine De Jong via e-mail: [recruitment@stmarys.pta.school.za](mailto:recruitment@stmarys.pta.school.za). No application will be considered after the closing date. St Mary's Diocesan School for Girls reserves the right to not fill the advertised positions. Only short-listed candidates will be contacted. If you had not heard from us in 2 weeks, your application will have been unsuccessful. An application in itself does not guarantee an interview. St Mary's Diocesan School for Girls is an Equal Opportunity Employer and is committed to equality, employment equity and diversity.

*St Mary's Diocesan School for Girls, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you recognise and accept this disclaimer.*

**CLOSING DATE: 06 September 2023**