

Contract offer:

This contract offer is subject to you providing a current Nationally Coordinated Criminal History Check and a valid Working with Children Check. This offer is also subject to a successful National Check of Employment Status (NCES). The details of the position are as follows:

Staff Member	
Position	Boarding Resident Supervisor
Employment type	
Probation period	6 months.

Terms of Agreement

You will be provided with accommodation in the Boarding House at the College free of rent and utility costs based on the following conditions;

1. Abide by the policies and procedures as outlined by the Mazenod College Code of Conduct.
2. Have a current Working with Children card, Police Clearance and Applied First Aid certificate (previously known as Senior First Aid).
3. Complete a Duty of Care course &/or complete an on-line Active Duty Course.
4. Be available in your unit during the evenings in case of an emergency after 10.00pm from Sunday to Thursday inclusive until 8:30am (or a time agreed with the Head of Boarding) the following morning. Perform a randomly timed patrol of your area between 10:30pm and 11pm checking doors, electronic media items are off and boys settled in own beds. Respond appropriately to students if necessary.
5. Assist in waking all students on selected mornings at 7:00am, sending them to breakfast and helping them to prepare for school. This may include transporting students to TAFE and other activities using the Boarding House car during that time period. There will be a roster agreed between the residents to ensure that each resident completes at least one duty per week. When there are earlier starts for students, you will be called upon, on a rotation basis, to provide supervision.
6. Be available afternoons/evenings to assist in general duties. The time for this is to be negotiated with Head of Boarding.
7. When on the premises, assist in maintaining the general tone and discipline of the Boarding House.
8. Mazenod College is a smoke free and alcohol-free campus. Boarding residents are not permitted to drink or smoke in their room or on campus.
9. Boarding residents are not to invite guests to the Boarding House or campus in general without the explicit approval of the Director of Boarding
10. Conduct your life in accord with the ethos of the College.
11. Be available on the evenings boarders return from long weekends or school holidays from 6pm onwards to assist the Senior Supervisor in charge of the evening with general supervision of students.
12. Perform other duties and functions from time to time as directed by the Head of Boarding.

Learned by you and in the eyes of God.

13. Maintain the unit provided at a level of tidiness and cleanliness that is considered, by the Head of Boarding, to be normal and reasonable.

In addition:

14. You will have the use of the domestic washing machine and dryer situated in the laundry facility and a clothesline outside the laundry. The commercial washer and dryers are not to be used.
15. You will have access to the College internet service and therefore you must abide by the College ICT Staff Use Policy. (see attached)
16. You can have all meals in the boarding dining room.
17. The Boarding cleaning staff will, if you wish, vacuum and clean wet areas in your unit once a week. They have the right to refuse to perform this task if the condition of the unit is such that Head of Boarding considers that it is unreasonable to expect them to perform this task.
18. The Head of Boarding reserves the right to conduct an inspection of the unit once per month at a mutually suitable time.
19. An inventory of facilities will be kept. The standard of all fixtures and fittings is to be maintained by you, with any request for modifications and repairs to be made to the Head of Boarding.
20. Residents are indemnified under the College's insurance.
21. All insurances and excesses for College property shall be covered by the College. Personal contents insurance is the responsibility of the individual residents.

Termination of Contract:

- If you wish to cease being a resident of the Boarding House, it is expected that you will provide at least four weeks notice.
- Any breach which contravenes the Mazenod College Code of Conduct or the Terms of Agreement in this contract will be discussed with yourself, the Head of Boarding and the Principal of the College. Such a process will determine whether this contract is immediately terminated resulting in the cessation of your tenure as a resident.

Terms of employment

- Your employment as a member of staff at Mazenod College is under the terms and conditions of The Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teaching Staff Enterprise Bargaining Agreement 2014. A copy of this agreement can be located on the College website: <https://www.mazenod.wa.edu.au/our-school/employment>.
- As a member of staff, you are required to comply with all Catholic Education Commission of Western Australia Policy Statements which are also located at <https://www.cewa.edu.au/about-us/governance/policies/> and School policy statements. It is a condition of your employment that you actively contribute towards the maintenance of the Catholic ethos of the School through a manner of life and stated beliefs which are in keeping with the teachings of the Catholic Church.

Yours sincerely

Mr Andrew Watson

Principal

Learn what you are in the eyes of God.