



Job Description: Boarding Coordinator Position

General concept of the role:

A Boarding Coordinator is responsible for overseeing the day-to-day operations of the boarding facility, ensuring the well-being and safety of boarders, and maintaining an environment conducive to their academic and personal growth.

The Coordinator, in conjunction with the appropriate Head of Section/Headmaster, is required to oversee the daily operation and development of the boarding section.

In addition to this, the role entails regular communication with different departments of the school, namely housekeeping, maintenance, kitchen, administration, finance, and Heads of Sections.

The remit of the Boarding Coordinator also includes the development of an Extra-curricular program for the boarding students.

Main Responsibilities:

Student Well-being & Engagement

- Maintain an active presence with boarders to build relationships, reassure parents through regular meetings, and actively monitor each boarder's academic, social, and emotional progress.
- Be on call after school hours for any emergencies.
- Ensure student well-being by coordinating medical care when students are unwell, informing parents/guardians, reporting issues to appropriate staff, and mediating interpersonal conflicts among boarders.
- Create and manage an enriching boarding experience through extracurricular programs, weekend/mid-term outings, age-appropriate social events, team-building activities, themed events, holiday celebrations, and cultural nights.
- Foster integration through joint activities between boarders and day students, implementing cultural awareness initiatives, and developing mentorship programs pairing new boarders with experienced students.
- Enhance student development by organizing life skills workshops, facilitating community volunteer opportunities, and ensuring academic needs are met in coordination with teaching staff.



Parental & Staff Communication

- Reassure parents through regular meetings.
- Manage boarding staff by appointing supervisors (with Headmaster and Finance department), creating supervision rosters, establishing clear role expectations, and maintaining consistent communication about boarding matters and student updates.
- Create monthly parent newsletters.

Operations & Administration

- Handle administrative duties including updating the boarding handbook, managing documentation, coordinating residence permits for Non-EU students, and maintaining an inventory of extracurricular contacts and costs.
- Handle any show rounds for prospective Boarders (in liaison with the Admissions officer)
- Oversee student accommodations by assigning rooms before the academic year begins, checking rooms daily for proper condition, ensuring AC units are off and rooms secured, and preparing for transitions between scholastic years.
- Maintain facilities by liaising with housekeeping for daily chores, coordinating with maintenance staff to ensure standards, and reporting damages to Finance department.
- Manage food services by informing the Boarding Chef of allergies and coordinating meal satisfaction feedback.
- Develop and implement comprehensive safety protocols, including health and safety regulations, risk assessments, and emergency procedures with regular drills.
- Attend to additional responsibilities including potentially attending local/international boarding fairs.

Signed by: _____

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Boarding Coordinator

Analise Cioffi

Bursar