

TURAKINA MAORI GIRLS' COLLEGE

JOB DESCRIPTION

MATRON / KAI AWHINA

These are live-in positions.

PREAMBLE

The matrons / Kaimahi Noho Whare are the pivot upon which hostel life turns.

- * The qualities the person must have are such things as would provide calm, confidence and warmth to those girls who live in the hostel.
- * Their inter-personal skills must be well developed in order that students and parents can communicate with them in all matters that affect them.
- * Their manner must be friendly and firm without being impersonal or over familiar.
- * They need to know the needs of young people, how they inter-act, how they re-act.
- * They need to be fair in their disciplining of girls and sympathetic and sensitive in handling girls problems, both real and perceived.
- * They must be honest, trustworthy, culturally sensitive and aware.
- * They must be able to deal with emergency situations.
- * A knowledge and competency in First Aid is an advantage.
- * A knowledge of Turakina Maori Girls' College is an advantage.
- * A competency of Te Reo Maori me ona tikanga is an advantage.
- * A commitment to Christian Principles is desirable.

<p>Matrons / Kai awhina must be caring, nurturing people who are positive, non judgmental, wise, sensible and who have infinite patience.</p>

**TURAKINA MAORI GIRLS' COLLEGE
MARTON**

JOB DESCRIPTION

NAME:

POSITION: MATRON / KAI AWHINA

RESPONSIBLE TO: Hostel Manager /Kai Whakahaere Matua
Senior Management
CEO Hostel

KEY TASKS

1. To assist in the organisation of the hostel through hostel duty roster, routines, workgroups & work plans.
Assist with weekend programme. Checking students, checking students' belongings.
2. To assist in the management of materials and equipment by:
 - (a) Monitoring the distribution of materials
 - (b) Monitoring the linen stock.
 - (c) Monitoring all equipment and materials
 - (d) Monitoring the conditions of the Chattels
 - (e) Recording the maintenance requirements in the maintenance book for caretaker.
3. To assist in administration duties by participating in House/Whanau and in staff meetings.
4. To assist in pastoral care of students by supervising the girls in care of personal hygiene, belongings, laundry and grooming.
Care for health of students.
Maintaining discipline in the Hostel.
Supporting students when they have problems and needs.
5. Laundry:
To assist in all students washing of school uniforms, nightwear, towels, kitchen and staffroom laundry.
6. To assist with extra duties involved with:
 - (a) Gala
 - (b) House Competitions
 - (c) Prize Giving
 - (d) Visiting Whanau & Manuhiri
 - (e) Social Occasions
 - (f) End of Term Cleaning
 - (g) School Trips

7. Saturday Sports – Teams & uniforms checked in and out.
8. To provide a positive role model for students by maintaining a high standard of dress, behaviour and rapport. Respecting the dignity of students, staff, whanau and manuhiri.
9. To complete end of term clean-up and to consult with Hostel Manager / Kaiwhakahaere when holidays can be taken.

CONCLUSION:

Matrons / Kai awhina make a major contribution to the well being of the students and the effective running of the Hostel.