



St. Gilgen  
International  
School | SALZBURG  
AUSTRIA

*Path of Excellence*



# Residential Boarding Assistant



APPLICATION PACK FOR AUGUST 2025







EVERY CHILD HAS TALENT, AND  
ST GILGEN INTERNATIONAL  
SCHOOL WILL DEVELOP IT

# Welcome to St. Gilgen International School

JOIN OUR NEXT CHAPTER

St. Gilgen International School (StGIS) is a co-educational boarding and day school for students aged 9 to 18. Since the founding in 2008 we have seen consistent year-on-year progress and growth across the entire school.

In May 2016, ownership of the school passed to a foundation of parents of the school community (Privatstiftung). This ownership model harnesses our community spirit and drives us to work together in a continued effort to improve our already excellent school.

In recent years, under this ownership and governance model, we have grown our student numbers, become an accredited IB MYP school, successfully completed CIS and IBDP re-accreditation and put in place systems and structures to ensure our long-term sustainable future. As a school, we are now focused on going from strong to stronger as we write our next chapter together.

As such, now is the time to join StGIS and become a part of something uniquely challenging and rewarding.

St Gilgen International School is a **friendly** and **purposeful** place to work; we aspire to high standards in a low threat atmosphere of collaboration and mutual support.

"A GOOD EDUCATION PREPARES STUDENTS TO BE INDEPENDENT THINKERS, WHO ARE CONNECTED, CARING, INVOLVED, ETHICAL AND RESPONSIBLE"

**Martina Moetz**  
*Head of School*



# Mission, Vision & Values



## THE PATH OF EXCELLENCE

### We empower students

Every student comes to us with their own unique knowledge, skills, energy and ideas. We provide our students with the tools and guidance to master their own educational path. However, we also recognize that young people need careful guidance and direction, and our small, safe and respectful community ensures that these essential conditions for learning are in place.

### To reach their fullest potential

We believe that every student has talent and St Gilgen International School will develop it! It is not enough to just have potential, our students are encouraged to work hard and to believe that they can achieve more and go further.

### Have a positive influence on the world

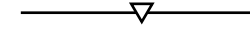
Our students will go out into the world, well prepared to be global citizens, who contribute, get involved, live responsibly and ethically, and build kind and caring communities.

### To discover a lifelong love of learning

To live a worthwhile and meaningful life, it is essential that our students never stop the process of learning. This is the legacy that they will take from St Gilgen International School – to always be curious, interested, adventurous and engaged. We strive to ensure that every student is equipped and supported on his or her individual *Path of Excellence* and we never compromise on our three promises: **Excellence in care**, **education** and **activities**.



# Our Location



## AN OUTDOOR & CULTURAL PARADISE

Austria is a beautiful country which is both safe and nurturing. A unique feature of our school is its idyllic setting embedded in the village of St. Gilgen on Lake Wolfgang.

The beauty of our environment allows us to enjoy **exceptional opportunities** for outdoor adventure, including mountain biking, rock-climbing and hiking as well as sports such as skiing, sailing and horseback riding. Indeed, in the winter months students (and staff) can ski and snowboard every weekend. Our staff and students benefit from a healthy lifestyle with fresh, clean air, away from the hustle and bustle of towns and cities.

St Gilgen's proximity to the rich cultural centre of Salzburg offers our community the opportunity to experience top-class music and theatre. In addition we can enjoy weekend visits to the art galleries and museums of the beautiful cities of Vienna and Munich. StGIS is located in the village that was home to Mozart's mother.

Transportation links via the international airports in Salzburg, Munich and Vienna mean that access is straightforward from global destinations; in addition, Salzburg is served by an excellent European rail network.





# Residential Boarding Assistant

JOIN OUR WORLD

We are seeking a dynamic and experienced Residential Boarding Assistant to join our Boarding Team. The ideal candidate will maintain the highest standards of professional, personal and ethical conduct and be an excellent role model. They are expected to work together collaboratively and professionally, toward our aim of providing a boarding school experience that allows every member of the community to grow to their fullest potential.



Our boarding staff must enjoy being with young people as much as possible. It takes enthusiasm, patience and energy to sustain the full life of a boarding school with its considerable term time demands. The responsibility of caring for students is significant and this must be undertaken sensitively and professionally to the degree that a prudent parent would, such that all students' safety and security needs are met.



"AT ST. GILGEN INTERNATIONAL SCHOOL, WE SEEK INDIVIDUALS WHO SEE EDUCATION AS A MEANINGFUL WAY OF LIFE, NOT JUST A JOB. IF YOU'RE ADVENTUROUS, ACT WITH PURPOSE AND INTEGRITY, AND HAVE A GOOD SENSE OF HUMOR, YOU'LL THRIVE IN OUR COMMUNITY."

# Overview of Role

RESIDENTIAL BOARDING ASSISTANT

## General

- Contribute to the boarding ethos in compliance with the School's mission.
- Supporting the House Parents in the smooth running of the boarding house.
- Accompanying students to various locations outside the school campus.
- Lead activities as qualified and required.
- Supporting other areas of the School as qualified and/or required.
- Reporting pastoral, discipline and academic concerns to the House Parent
- Other duties as reasonably assigned by the Head of Boarding or those delegated this responsibility.
- Work 40 hrs weekly average a year (incl school holidays), which are 50 hrs weekly per school week

## Boarding Routine

- Ensuring that all responsibilities allocated to students are carried out properly. This will include supervision of various house activities and routines such as meals, study and bedtimes.
- Ensuring house procedures are followed and house rules are enforced.

## Pastoral Care

- Modelling kind and positive behaviours in all interactions.
- Being a source of support for students, listening well and providing appropriate advice when solicited.
- Helping students to develop correct habits: general personal routines, at table, in shared living and working spaces, for time management and for dealing with physical needs.
- Ensuring the neat and appropriate appearance of each student taking into account school requirements, occasion, and time of the year.
- Supporting students in the organization of their personal belongings and space.
- Supporting each student in leading a healthy lifestyle with regards to eating habits, physical movement and personal hygiene.

# Qualities & Experience

STRONG TO STRONGER WITH US

## General code of conduct:

- It is expected that boarding staff will conduct themselves in a very responsible and conservative manner at all times in school, boarding houses and the village. Staff must ensure that they always enhance the reputation of the School and do not bring the school into disrepute.
- Boarding staff should be available upon request for two days before and after the term start and end.
- The school does not condone smoking or other tobacco related products, alcohol or drugs.

## Essential Position Requirements:

- Fluent spoken and written English
- Good computer skills
- Current and clean Driver's license
- Clean criminal records check
- Undergraduate Degree

## Allowances:

To support the post holder in the fulfilment of the terms of this Role description, the school undertakes to provide, within the limitations of available resources:

1. A full and appropriate induction programme.
2. Food (excluding school holidays) and board during the term of the contract. Taxation as per law.
3. No cost for participation in school based activities where numbers and ratios allow.
4. A phone for school related business (staff must bear the cost of personal telephone calls).
5. Use of all school equipment, resources and memberships subject to availability.
6. Access to internal professional development in child protection, teaching and outdoor instruction dependent upon skills and interests, and as negotiated with the Head of School
7. Professional tuition in teaching and learning pedagogy and practice.

# Application Process

JOIN OUR TEAM

To apply, please complete the Apply Now online application form via the TES website; alternatively, submit the following as one PDF document to our Human Resources Department (humanresources@stgis.at):

- A letter of motivation (1-page of Arial font 11)
- A full CV without gaps
- The names and contact information for at least 2 referees, one of which should be from your most recent employer

Only those called to interview will be contacted. Long-list first round interviews will take place via video conference with the relevant Head of Department and SLT member. Short-list / second round interviews will involve a conversation with the Head of School and may also include a visit to StGIS in Austria if this is considered necessary.

Following the interview process, we aim to make a decision quickly and inform all short-listed candidates of the outcome as soon as possible. A 'verbal' agreement will be expected at this stage, to be followed by contractual arrangements. Please note We reserve the right to appoint before the closing date if an exceptional candidate is found.

## Data Protection

By submitting your personal data to St Gilgen International School as part of an application for employment, you consent to the lawful use of this data as reasonable and necessary within the normal expectations of the recruitment process. You also confirm that the personal data of any third parties (such as referees) is being provided with their consent.

## Safeguarding and Child Protection

St Gilgen International School is fully committed to maintaining the safety and wellbeing of our students; as such, any offer of employment is subject to our safe recruitment practice.





# St. Gilgen International School

SALZBURG | AUSTRIA

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### Accreditation and Membership



### Scholarship Sponsor

