

Job Profile

Job Title	School Matron
Responsible to	Central Services Team Leader
Main Purpose of Job	To be responsible for the medical care of students and the school medical room.
Key responsibilities	<ul style="list-style-type: none"> First aid Communicating with parents regarding unwell students Administering medication to students Co-ordinating vaccinations OSHENS Health & Safety reporting Trips/Sporting Fixtures – medical information & kits All medical administration Risk Assessments Pastoral Support Attendance at Care Committee Member of CRU Team Child protection as required Ad hoc duties as required
Additional Duties and Responsibilities	<ul style="list-style-type: none"> To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body To uphold the school's policy in respect of child protection matters First Aid as required Admin as required Back up for other roles as required Ad hoc duties as required
Training	Training will be provided in school and externally, if deemed necessary to the role
Required attributes	<ul style="list-style-type: none"> Qualified RGN Excellent standards of accuracy Team player Able to work on own or as part of a team Professional smart appearance Organised and must be able to prioritise, multi task, work under pressure and to deadlines Must demonstrate tact, confidentiality and discretion at all times Proactive, motivated, calm and shows initiative Friendly with a sense of humour Reliable and excellent time keeping Willing and able to undertake training and development to broaden skills Able to relate, communicate and empathise with students and staff

	Enhanced DBS clearance Medical clearance Satisfactory references
Salary	WA6 £23,857 - £28,186 pro rata for hours and weeks actually worked Actual Salary - £18,830 - £22,247
Hours	32.5 hours per week to be worked over 5 days Monday - Friday 8.30am – 3.30pm 40 weeks per year
	This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principals.