

## JOB DESCRIPTION – August 2017

<b>Job Title:</b>	<b>Residential Matron</b>
<b>Reports to:</b>	DSL and Head of Pastoral Welfare Housemaster
<b>Hours per week:</b>	37 weeks per year. Hours are flexible to suit the needs of the house, but should not exceed 51 per week. You will be asked to sign the Working Time Regulations Opt Out Form.
<b>Key Working Relationships</b> DSL and Head of Pastoral Welfare Head of Boarding Housemaster Pastoral Teams Domestic Manager Estates Manager Academic Staff Domestic Staff and Handymen	
<b>Job Summary</b> To have sympathy with, and give support to, the educational aims and Quaker ethos of the School. To assist with and contribute to the supervision and care of full, weekly and day boarders, with particular responsibility for the health, dress and general well-being of those in the House; to liaise with the Domestic Manager to organise and support the domestic staff attached to the House and ensure that they carry out their work effectively and efficiently, and in accordance with School policies and procedures; to provide appropriate administrative support to ensure the smooth running of the House.	
<b>Duties and Responsibilities</b>  <b>Health and Medical</b> <ul style="list-style-type: none"> <li>• To be responsible for the general health and well-being of those in the House, holding daily 'surgeries' at appropriate times and to administer any medication in accordance with the school's medical protocol.</li> <li>• In the case of any doubt or concern, to refer medical matters to the school Health Centre or Housemaster.</li> <li>• To respond appropriately to medical emergencies.</li> <li>• To escort pupils to medical, dental or other appointments as necessary.</li> <li>• To attend to any sick pupils in bed in the House and inform the Housemaster or Deputy Housemaster and the School Office of their absence.</li> <li>• To be responsible for the well-being of any day pupils who are unwell, making arrangements for them to be collected by parents/guardians if necessary.</li> <li>• To ensure that appropriate pupil records are kept up to date and that they are stored securely in accordance with the school's procedure on confidentiality to be found in the Staff and Matrons' Handbook; to liaise with school medical staff and School Counsellor as appropriate, in order to share any health or medical concerns.</li> </ul>	

**Pupils and their Parents**

- To be responsible (with the Housemaster) for the care, supervision, cleanliness and presentation of pupils who are members of the House, co-ordinating and liaising with other boarding staff as necessary.
- To be aware of the school Dress Code and clothing requirements of pupils, and to ensure that boarders have all the items they require; to be responsible for the good standard of clothing of boarding pupils, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing when necessary.
- To liaise with parents of boarders as necessary, concerning domestic welfare and medical matters, in consultation with the Housemaster.
- To assist with supervision of pupils in the House where necessary, in particular before the formal school day begins, during morning break and lunchtime and in the period between 4pm and the beginning of prep.
- To contribute to the induction arrangements for new pupils joining the House; to ensure that any 'settling in' problems are resolved.
- To be responsible for the ordering, receiving of and storing of food supplies from Oakview and assist with provision of snacks for day and boarding pupils at morning break and supper for boarding pupils.
- To assist with supervision of pupils in the House on weekdays before the formal school day begins.
- To be responsible, with the Housemaster and other staff in the House Team for supervision of pupils after prep and for bed-put on those evenings as required.
- To be responsible, with the Housemaster and other staff in the House Team, for supervising the pupils end of term packing and ensuring that storage arrangements for pupils' belongings have been completed as necessary.
- To provide a sympathetic presence in the House and to be sensitive to those who are having difficulties coping with school life: to liaise closely with other relevant staff concerning the progress and welfare of pupils.
- To contribute as appropriate to the programme of activities for boarders.

**Domestic**

- To oversee the work of domestic staff allocated to the House, including the House Handyman, in accordance with the requirements of the Domestic Manager and Estates Manager who will liaise with the Housemaster.
- To advise the Housemaster, Domestic Manager and Estates Manager of absence and any other matters involving the staffing of the House.
- Liaise with the Domestic Manager and Health Centre to ensure adequate supplies of cleaning and domestic materials and medical equipment, and to make adequate provision for their safe storage.
- Liaise with the Domestic Manager to ensure that cleaning equipment is properly maintained, with defects reported, and to make adequate provision for its safe and secure storage.
- At the end of each term to assist with the clearing up of the house in preparation for the holiday (cleaning will be covered by the Domestic Manager); to check on all

furniture, fixtures and fittings, furnishings and decoration and prepare a list of defects for submission to the Housemaster, Domestic Manager and Estates Manager.

- To provide assistance to the Domestic Manager and Events and Lettings Manager with regards to lettings and the use of the House by third parties, during the holidays.
- At the end of each holiday, to ensure that agreed maintenance has been completed and that the House is ready for return of students.

### **General**

- To take part in such performance management or staff review arrangements made by the school as required.
- To take part in whole school INSET and other appropriate training as required.
- To take part in appropriate cover arrangements for other Matrons if needed.
- To attend House Boarding Staff Meetings as required by the Housemaster and a regular Matrons' Meeting with the DSL and Head of Pastoral Welfare.
- To be familiar with appropriate and relevant school policies, codes of practice, protocols and procedures.
- To be familiar with the House procedure to be followed in the event of fire and assist the Housemasters and other staff in the House Team in ensuring that this procedure is followed by all pupils in the House.
- To carry out such other related duties as may be reasonably required from time to time by the DSL and Head of Pastoral Welfare or Housemaster, subject only to the provision that such duties shall fall within the general aim of the post.
- To be familiar with, and ensure fulfilment of, all policies, codes of practice, protocols and procedures as laid out in the Matron's Handbook.

### **Administration**

- To act as the co-ordinator of information coming in the House – in particular to check regularly the House email, fax and answer phone and to pass on messages as required to the Housemaster and other members of the House team or other appropriate staff.
- To assist with collation of relevant information and material filed within the House.
- To provide other administration support for the House Team as required.

### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.