



## SHERBORNE

Sherborne School is an independent boarding school for boys aged 13 to 18. Sherborne is a thriving country town set in the unspoilt countryside of Dorset, but within two hours' travelling time of London, the Home Counties and Heathrow Airport (there is also a direct mainline service from Waterloo and the station is close to the School).

### **JOB DESCRIPTION – HOUSE MATRON**

#### **Sherborne School Recruitment and Selection Policy Statement**

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

The Matron is a key figure within their Boarding House, working alongside the Housemaster and other colleagues in providing pastoral support and securing the health and welfare of boys in the House.

**Accountability** The Matron is accountable to the Housemaster.

**Holidays** The Matron is entitled to all School holidays, except for one week before the start of the academic year and two days at the beginning of each term and two days at the end of each term.

**Hours of Work** Rota-hours will be 47 hours per week. The rota will be as agreed with the Housemaster and shifts of varying length will lie between 7:15am and 11pm, including weekends. Additional hours will occasionally be required for major School or House events. There will be a day off of at least a 24 hour period during each week.

Flexibility in hours will be required on occasion to take account of the changing needs and requirements of a Boarding House.

**Remuneration** Annual salary of £19,918.08 pa + £823.50 pa Missed Meals Allowance (allowance paid termly). Salaries are paid monthly in arrears direct into nominated bank account and are normally reviewed annually in September.

**Accommodation** The school welcomes applications from candidates who might require accommodation in order to fulfil their duties and also those who live close enough to school to not require accommodation. A separate contract for the accommodation will be required, in return for which, the Matron will be available for the "On-call" overnight rota.

**Summary of Main Duties** The primary role of the Matron is to support the happiness, welfare and well-being of the boys in the House. S/he will report directly to the Housemaster and will be a key point of contact for parents and other colleagues.

**Staff** The Matron is assisted by one or more Assistant Matrons who work on a part time basis, as well as covering the Matron's day off. A Cleaning Team Supervisor, who will liaise closely with Matron, has overall responsibility for the House domestic team.

**References/Police Check** As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references.

**Post-holder's Responsibility** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **1. Pastoral**

- a. Being part of the daily routine of the House by assisting with both waking boys in the morning and settling them in the evening;
- b. Communicate appropriately with parents, as and when necessary;
- c. Be accessible and take an interest in all aspects of the lives of the boys, but not to be intrusive or force their confidences;
- d. Be available for discussion with boys and emphasise that they can speak privately to you or a Doctor, or other person, by arrangement if they wish;
- e. Report any withdrawn or unusual behaviour to the Housemaster;
- f. Watch for and act upon homesickness and loneliness, especially with new boys;
- g. Regularly meet with the Housemaster to discuss the welfare of the boys;
- h. Involvement with social events within the House in support of the Housemaster and as per their instruction – including, at times, liaison with caterers, provision of supplies (chairs, cutlery etc), arranging waitress cover and clearing away. Such social events within the House include, for example, Parents' Evenings or House Suppers;

- i. Managing the House in the absence of the Housemaster as required – for example, taking telephone calls, receiving parents, acting as the ‘adult presence’ in the House, acting as a fire marshal, reporting arising issues to the Housemaster.

**2. Medical** (including assistance from Assistant Matron, who will also provide cover during Matron’s time off):  
(Medical experience/qualifications not required as the School is covered by a 24-hr fully staffed Health Centre. Basic first aid training is required, but this can be provided by the School.)

- a. To have set Surgery hours daily, and ensure boys know you will be in the Surgery at those times to deal with ailments;
- b. Appropriate communication with the Health Centre staff regarding the ongoing medical treatment of the boys, after Doctor’s surgery, where necessary;
- c. Ensure maintenance of appropriate health records as required. To ensure the following of medical procedures as required by the Health centre. To record medications on the school’s information management system (training will be given, if required);
- d. Administer medicines and maintain medical cupboard;
- e. To arrange and to escort boys to hospital and dental appointments as necessary;
- f. To collect prescriptions, if appropriate;
- g. To supervise and care for boys ill in the House, and give daily progress reports to Housemaster;
- h. Do checks for Nits and Head Lice as appropriate;
- i. To be familiar with and adhere to the School Doctors’ instructions regarding medical services;
- j. To be on overnight call in case of emergencies/call-outs (For Resident Matrons, except on their Day Off).

**3. Domestic** (with assistance from Assistant Matron and with close liaison with the Cleaning Team Supervisor.

\* denotes tasks that are routinely carried out by Assistant Matron but Matron has overall responsibility to ensure that these tasks are met in order to support the needs to the Boarding House)

- a. \* To sort and administer the Laundry, adhering to policy from Central Services in the selection, operation and administration of the House laundry service.
- b. Put out clean sheets and towels once a week and work to ensure boys change them;
- c. \* To do House sewing and mending as required;
- d. \* Sort, pair and wash dirty socks and pants regularly in House and put out for mending as necessary;
- e. \* Check changing room and drying room for obvious dirty clothes, and wash any games kit or other urgently needed items that cannot be dealt with by laundry;

- f. To assist with beginning and end of term arrangements, as required (eg sorting trunks, sorting, allocation and counting of linen);
- g. To assist with end of term lists where appropriate;
- h. \* To deal with the trunks and dry cleaning for boys living abroad;
- i. \* To administer the second-hand clothes cupboard;
- j. To request chits from the Housemaster for those boys needing new clothes.
- k. To check dormitories and study bedrooms each morning, and report to the Housemaster on any undue untidiness;
- l. To endeavour to see that boys have a reasonably tidy appearance. Report messy appearance, untidy, long hair or shoe repairs needed to Housemaster.

#### **4. General**

- a. Ensure all boys' lockers, games drawers etc are clean and named;
- b. Produce accounts for boys' medicines, dry cleaning and personal transport and trunk charges for the Bursary;
- c. Attend meetings and training as required;
- d. Maintain reliable and supportive presence in the House at all times.
- e. Be a point of contact for parents.
- f. Line-manage and undertake annual appraisals of the Assistant Matrons.
- g. Liaise with the Cleaning Team Supervisor with regards to any cleaning or repairs required within the House

#### **Requirements**

- Ideally, applicants should have previous similar experience, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.
- A full, clean driving licence is desirable.
- A basic ability to use ICT (eg following appropriate e-mail protocol, and using the school's information management system) is essential. Training will be given if required.
- The ability to use tact and discretion.
- An awareness of obligations regarding health & safety is beneficial.
- Applicants will need to be presentable and flexible, with good interpersonal skills.
- A sense of humour/enthusiasm and an interest in young people is essential.
- The ability to trouble-shoot calmly and effectively would also be advantageous.

**Training Requirement for Matron - this list is not exhaustive and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Before employment commences	Every year
Induction Training with Line Manager	Within the first three months	
Emergency First Aid Training	Within the first term of employment	Every 3 years but offered annually
Fire Marshal Training	Within the first term of employment	Every 3 years
Annual Fire Refresher	Within the first term of employment	Every year
CoSHH	Within the first term of employment	Every 3 years
Manual Handling	Within the first term of employment	Every 3 years
Working at height	Within the first term of employment	Every 3 years
Food Handling – if required	Within the first term of employment	Every 3 years
Display Screen Equipment (DSE) User	Within the first term of employment	Every 3 years

**TERMS & CONDITIONS:**

**Uniform:** Uniform and PPE will be provided

**Sports Centre Membership:** Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees.

**Non-Smoking Policy:** It is the policy of Sherborne School (encompassing Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the school, both internal and external; this includes company vehicles. This policy applies to all employees, contractors and visitors.

**Pension:** The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months' service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

**METHOD OF APPLICATION:**

Please complete the Sherborne School Application Form and return to the Recruitment Manager (contact details below). ***Please do not send in a curriculum vitae as we are unable to use CVs when short listing***

In the event of any queries please contact: ***Mrs Samantha Belgeonne, Recruitment Manager  
Sherborne School  
Abbey Road  
Sherborne  
Dorset  
DT9 3LF  
Tel: 01935 810502  
Email: hr@sherborne.org***

**Closing date for applications:** 9am on Thursday 7 September 2017

**Interviews are likely to take place:** on Friday 15 September 2017  
PLEASE NOTE ON YOUR APPLICATION IF YOU ARE UNAVAILABLE AT THIS TIME

**Anticipated start date:** January 2018

**(See next page for Matrons' Accommodation Policy)**

## **SHERBORNE SCHOOL**

The Matron's accommodation at Wallace House is a one-bedroom flat consisting of the following;

Kitchen  
Dining Room  
Sitting Room  
Bathroom  
Bedroom  
Hallway

### **MATRONS' ACCOMMODATION POLICY**

The School provides free unfurnished accommodation for the Resident Matron within a flat in the Boarding House. The number of rooms and the square footage will vary according to the configuration of individual House, but one bedroom, a separate sitting room, kitchen and bathroom, will be the minimum offered. Generally no pets are permitted in School residential properties particularly where that accommodation immediately adjoins or is integral to the boys' accommodation. However in some cases it may be possible for permission to be granted on an individual basis.

#### **Utilities and Services**

Heat and light is provided free of charge and the council tax and television licence applicable to the Matron's accommodation is paid for by the School. If the Matron requires a telephone, the account will be in the Matron's name, but line rental and business calls will be reimbursed by the School following receipt of a valid claim. However, the Matron will be responsible for any tax that may be levied by the Inland Revenue in respect of accommodation or other benefits and for payment of personal telephone calls.

#### **Fixtures and fittings**

A cooker, refrigerator and washing machine will be supplied. These items will be replaced by the Estates department in the event of failure if they are beyond economical repair. The cooker will be freestanding, a standard 600mm width and of a traditional style. The refrigerator will be freestanding, a standard 600mm width and if necessary, according to the layout of the kitchen, of an under-worktop style.

#### **Curtains, blinds and floor coverings**

Curtains or blinds will be provided to all windows. These will be of a standard quality. Matrons may request alternatives (poles, or heavy-duty track for heavier weights of fabric). These shall be purchased by the occupant but may be installed by the Estates department on request. Carpets or floor coverings appropriate to the use of the room will be provided. In the event that these are worn or soiled when the previous post holder vacates the accommodation, they will be cleaned or replaced.

#### **Decorations**

Rooms will be decorated to a basic standard before a new Matron takes up the post, in order to avoid a charge to the occupant being levied by HMRC. This will be refreshed on a change of Matron, if the previous occupant has been there for 7 years or longer. At other times Matrons may request free issue paint from the Estates department, at no greater frequency than once every 3 years for each area, making their selection from the standard colour charts held by the department and undertake or contract the work themselves.

#### **Overnight guests**

Resident House Staff are permitted to have overnight guests but they must not be allowed to enter the boys' areas unaccompanied (this includes access to and from the accommodation if access is only available by passing through the boarding house). Resident spouses/partners of the resident House Staff member will be required to have an enhanced DBS disclosure and sign terms of accommodation. Resident children of the Resident House Staff member that are over the age of 16 or when they reach the age of 16, who are not pupils of Sherborne School, will be required to have an Enhanced Disclosure with the DBS and sign Terms of Accommodation.