



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

MATRON

(Oldham's Hall Boarding House)

Section:	Boarding Houses Oldham's Hall Boarding House	Holidays:	28 days pa <i>(due to term-time working your holidays are incorporated into annualised salary)</i>
Responsible to:	Housemaster	Hours:	24.25 hours per week, term-time only
Status of position:	Permanent	Salary	£8,500pa - £9,700pa <i>(dependent upon qualifications & experience)</i>

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. This School is governed by a Governing Body, which has approximately 18 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The

School has approximately 350 employees and an annual turnover of over £17,000,000. The Bursar is supported by a Heads of Department team, which includes the Head of Estates, Director of IT, Head of Human Resources, Financial Controller, General Services Manager and the Grounds Manager.

Oldham's Hall Boarding House

Marcus Johnson took over as Oldham's Housemaster in September 2009. He was born in Liverpool and educated at Rugby School, University College London, the University of the West of England and Cambridge University, culminating in a B.Sc. (Hons) in Economics and a PGCE in Mathematics with P.E.

Before he joined the staff to teach Mathematics in 2005 Marcus spent 10 years at Exeter School, with a year away from work to take part in a round the world yacht race. He was Assistant Housemaster in Ingram's Hall for three years and has become heavily involved in rugby at Shrewsbury, recently running the A XV, 1st XV and 1st VII.

Marcus is an RFU qualified rugby coach and a North Midlands Society Referee, and he is also an RYA qualified Yachtmaster (less useful lately with Shrewsbury not well known for its coastal proximity). Marcus very much enjoys skiing and music, both classical and contemporary, and has been known to "bend his back" for the Cheshire based Spasmodics C.C.

In 2012, Marcus became a Boarding Inspector for the Independent Schools Inspectorate. Marcus is married to Holly and they have two children, Lizzie and Ted, both born since Marcus took up his post at Oldham's. Their home is in Cornwall, where Marcus particularly enjoys racing 'Florence' - a Falmouth Working Boat - during the holidays.

The Oldham's Centenary Celebrations took place in June 2011 and were a huge success.

2. MAIN PURPOSE OF ROLE

The Matron, who is part of an integral team, assists the Housemaster in caring for the boys in the House on a daily basis; she should know them well, and take an interest in them and what they do.

The main responsibility of Matron is to support the Housemaster by ensuring the welfare and well being of all boys and the smooth running of the laundry and general housekeeping arrangements of the house. The Matron requires understanding and sympathy with the boys, balancing friendly disposition with the need to maintain discipline.

This is a job-share role with another Matron and you will be expected to live in residence in a shared flat in the main body of the House during your shift. This provides an invaluable channel of communication between the boys and the Housemaster.

3. LEVEL OF POSITION

The Matron will be directly responsible to the Housemaster who is responsible for day-to-day Line Management responsibility to include appraisal, training and development and health and safety.

4. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative duties. The Matron however; will be expected to become involved in a range of work, on occasions that may not be illustrated below.

Main Responsibilities:

Medical

The Matron is responsible for ensuring that the boys get appropriate medical treatment following illness or injury, and for the boy's parents to be informed as appropriate. The Matron must also liaise with the Housemaster with regard to any medical treatment.

The Matron will be involved in the following medical areas:

- To be aware of the boy's individual health problems.
- To collate medical records of new boys and, where appropriate, discuss any medical details with the Housemaster.
- To keeping up to date records of the medical history of all boys in the House.
- To collecting, store and dispense boys' prescribed medication as appropriate.
- To record all treatments administered to the boys.
- To liaise with Sanatorium staff and School Doctors over referral of boys and their subsequent treatment.
- To give first-aid treatment as appropriate.
- To keep the Housemaster informed of the health of individual boys as appropriate.
- To accompany boys on hospital and dental visits.
- To keep the Housemaster informed, and in conjunction with the Housemaster, inform parents regularly informed of any health issues affecting their son.

Domestic

The Matron will be responsible for the domestic duties within the house ensuring that boys have clean clothes, which are repaired and replaced when necessary and will be responsible for the following:-

Laundry

- To be responsible for Oldham's Hall laundry.
- To tackle daily laundry in house e.g. socks and underwear; organising the collection and distribution of all clothing that goes to the School Laundry;
- To liaise with the School Laundry to ensure quality/happy service;
- To ensure that all boys clothing is name taped properly.

Hygiene, cleanliness and general duties

- To oversee the general tidiness of the House and the boys; liaising with the Head of House, the Matron's Monitor and the Duty Monitor.
- To oversee regular change of clothing and bed linen.

- To actively check that boys' clothes and bed linen are in a reasonable state of repair, and that all boys are changing bed linen regularly.
- To keep a record of any individual items bought on the boy's behalf.
- To be responsible, with the Housemaster, for making sure that all boys rise at the proper time in the morning, and attend meals.
- To keep a roll of all boys attending lunch, and informing the Housemaster of any absences.
- To check changing rooms.
- To supervise packing and tidying at the end of term in conjunction with the Housemaster.

Pastoral

The Matron is responsible, together with the Housemaster for helping boys settle into Boarding House life by providing a sympathetic ear and providing pastoral support. The Matron will:

- provide a listening ear and friendship to the boys in the House; the quality of this relationship is important when dealing with the tricky personal and social issues that can arise.
- to be involved in all aspects of the boys' life is much appreciated, and they will be encouraged to watch sport, take outings on Sundays, join theatre and concert outings, and assist with House Plays, Speech Day, Christmas Dinner and other functions.

Oldham's Hall Specialist Responsibilities

- If Matron works additional hours, these hours must be recorded on a relevant timesheet and authorised by the Housemaster before forwarding to Payroll.
- There will be occasions when the Housemaster is not present within the house (ie: training courses/conferences) so it will be necessary to work independently on these occasions.
- In liaison with the Housemaster, you will be required to communicate with parents on a regular basis.
- To ensure that any maintenance requirements are reported to the Works Department in order to maintain a safe environment.
- To be responsible for the house health and safety in liaison with the Housemaster.

Contacts

In all contacts the successful applicant will be required to present a good image of Shrewsbury School as well as maintain constructive relationships. The Matron will liaise with a variety of staff at Shrewsbury School, but in particular with the following:

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|----------------------|------------------------------|
| • Housemaster | • Pupils and parents |
| • Housemaster's Wife | • Site Wardens/Laundry Staff |
| • Tutors | • Cleaning Assistants |
| • Teachers | • Other Employees |
| • Managers | |

5. OVERVIEW OF EXPERIENCE/QUALIFICATION

Please refer to the attached Person Specification for a more detailed view of relevant experience and qualifications required to fulfil this role.

The Matron will need to demonstrate good interpersonal and organisational skills. Experience of care in an educational setting would be a distinct advantage. Matron will have a:

- Warm and sympathetic personality.
- Tactful manner and is a good listener.
- Firm but fair outlook.
- Sound knowledge of first aid.
- Team spirit attitude and possess excellent communication skills.
- An empathy with the demands made of staff within a Boarding House setting during term time.
- Flexibility.
- A firm understanding of the needs of confidentiality and discretion as regards privileged information.
- Comfortable with living in a boarding house with both staff and the boys.

6. TERMS AND CONDITIONS

- ❖ **Salary:** The salary will be based on annualised pay and will be in the range of £8,500pa to £9,700pa (FTE: £18,927 to £21,600pa) paid in 12 equal instalments. The successful applicant will be placed on the salary range in accordance with qualifications and experience.
- ❖ **Hours:** This is a job-share position. Normal weekly hours will be 24.25 hours per week. Based on the following shift pattern during term-time (32 weeks), plus 3 additional weeks in school holidays to assist with the closing/opening up of the house.

Friday

- 12:25 hours to 18:00 hours (afternoon shift)
- 21:00 hours to 22:30 hours (evening shift)

Saturday

- 07:00 hours to 09:45 hours (morning shift)
- 12:25 hours to 18:00 hours (afternoon shift)
- 21:00 hours to 22:30 hours (evening shift)

Sunday

- 07:00 hours to 09:45 hours (morning shift)
- 12:45 hours to 18:00 hours (afternoon shift)

- ❖ **Holidays:** Your holiday entitlement of 5 weeks holiday which is incorporated within your normal paid working year (see hours of work), therefore you receive payment for this entitlement.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions up to 5%, employer up to 7.5%) subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **Life Insurance:** You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.
- ❖ **Other Benefits:**
 - You will be able to enjoy a free school lunch at Kingsland Hall when the kitchen is open and during day-time shifts.
 - You will be able to use the school sports facilities, when not otherwise in use.



Shrewsbury School

Person Specification

MATRON

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
A good standard of education.	✓		A / D
Further education in Care would be desirable ie: NVQ / Nursing.		✓	A / D
Administering Medication Certificate.		✓	A / D
First Aid Certificate.	✓		A / D
Full clean driving licence	✓		A / D
Work Experience			
A proven track record in a similar role.	✓		A / D / I
Experience in working in an educational setting would be a distinct advantage.	✓		A / D / I
Ability to make appropriate and enabling relationships with teenagers.	✓		I
Awareness of physical and emotional needs of young people.	✓		I
Specialist Knowledge			
Awareness of Health & Safety.		✓	A / D / I
An excellent understanding of the child Protection Act.	✓		A / D / I
Experience of dispensing medication.	✓		A / D
Practical skills.		✓	I
Self motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.	✓		I
Have a sound knowledge of First Aid.	✓		A / D

Description	Essential	Desirable	Method used
Specialist Knowledge			
Self-motivated and pro-active.	✓		I
Personal Skills			
Practical evidence of taking own initiative.	✓		A / I
Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and on own initiative.	✓		A / I
Diplomacy, tact and patience with a good listening ear and warm and sympathetic personality.	✓		A / I
Warm Be able to contribute effectively to a team environment, and in particular be willing to be involved in all aspects of the boys' life ie: school events etc.	✓		A / I
Be discrete and able to maintain confidentiality.	✓		I
Be patient and have a good sense of humour.		✓	I
Must be physically fit.	✓		A / D / I
Willingness to attend any relevant training course that may be applicable to carrying out the role of Matron.	✓		I
Other / Special Working conditions			
Must have a full driving licence and own vehicle, as there will be times when Matron will need to take boys to the hospital/dental appointments.	✓		A / D
Non-smoking environment.	✓		A / D
Ability to cope with physically demanding work.	✓		A / D / I
Possess cultural awareness and sensitivity in working towards the aims of the School.	✓		A / I
Must have a flexible approach to work to meet the demands of the school with a willingness to work additional hours to meet the needs of the Boarding House and boys.	✓		A / I / D