



MOUNT  
KELLY

## **Matron**

A Matron's position at Mount Kelly is one of significant importance and responsibility. The Matron will be appointed to a Boarding House although the role requires cover from a school wide perspective.

The Matron deals with the health and welfare of the pupils, and they have a special role in assisting the Housemaster / Housemistress to create a happy and well- disciplined atmosphere throughout the House.

The main function of this post is to be an adult present in the House and be responsible for the welfare of the students by assisting the Housemaster / mistress in the supervision of the health and welfare of the pupils within his/ her 'House'.

The role will be predominately based at the Prep site. The role will report to the Deputy Head (Boarding) but will also have close working relationship with the Houseparent's for matters relating to the general running of the House, and the School Nurse for all medical issues. The Matron will seek to provide a safe, clean, friendly and yet ordered environment, to support the Housemaster or Housemistress in the care and discipline of the pupils within their charge.

The position requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible in outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively.

Each House will have a slightly different approach to the role, depending upon the particular circumstances and strengths and skill of the individual post holders and the specific requirements of the House. Above all, there is an expectation of a parent figure that is generous with their time and responsive to the needs of the pupils.

The responsibilities listed below are neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

## **General Responsibilities**

- Provide appropriate pastoral care and assistance for pupils.
- Liaise with the Housemaster/Housemistress on a daily basis.
- Liaise with the School Nurse as necessary.
- Liaise with Parents / Guardians on all welfare matters.
- Cover other Matrons' days off as required.
- Attend Matrons' Meetings and training sessions, as required.
- To be aware of correct procedures and conduct in relation to the safeguarding care and protection of young people, and to ensure that they are followed at all times.
- To undertake any reasonable additional requests and duties in support of the House and the School.

## **Medical Responsibilities**

- To be aware of and to follow all medical policies and protocols.
- Manage the immediate and on-going health and medical needs of the pupils in their house.
- Escalate medical issues or emergencies appropriately.
- Escort and attend appointments with pupils and collect prescriptions as required and directed by the School Nurse.
- Liaise with the School Nurse on all medical / treatment needs of Pupils.
- Ensure medical records are maintained accurately.
- Provide "pitch-side" cover as required and directed by the School Nurse.
- Respond to medical emergencies.
- Complete accident forms where appropriate ensuring they are handed to the Health and Safety Officer.
- Maintain medical confidentiality at all times.

## **Housekeeping**

- Deal with pupils' laundry collection and distribution.
- Ensure that bedding and linen is changed and laundered, as required.
- Ensure that adequate supplies of household requisites are ordered, maintained and monitored.
- Support the efficient use of resources and make recommendations for improving the best use of resources and equipment.
- Ensure that any defects, faults or repairs are reported promptly and correctly on the Taskman system and to follow up on any action required.
- Report any infestations to the Housekeeping Supervisor and the Bursary.
- Plan, monitor and advise, as required, on the regular and periodic upkeep of the House and its furniture, furnishings and fittings.
- Ensure that House cups and trophies are kept in a secure and good condition.

## **Health and Safety**

- Work to ensure the safety and security of the House and its occupants at all times and to safeguard school and pupils' property.
- To be familiar with and to comply with all legal requirements regarding COSHH, Health and Safety, Manual Handling, Safe Systems of Work and Fire Safety.
- Ensure that staff under supervision are aware of the requirements under Health and Safety legislation and comply with them.
- Report hazards and potential hazards to colleagues and management.
- Co-operate with the regular inspections and testing of Fire Precautions equipment and installations and to maintain all appropriate records, if required.

The role of a Matron is rewarding, but demanding and it is expected that a matron will embrace the ethos of the House and the School whilst undertaking this role.

Matrons form close relations with the pupils under your care and it is important that this relationship is an appropriate one at all times. You are also expected to show discretion and to act as an appropriate role model.

Matrons will also be expected to work closely with the boarding staff to play a full roll ensuring the on-going health, welfare and safety of the pupils in their care. In addition to the above, this will also include:

- Providing adult cover and residential cover as required.
- Manning sick-bays
- Providing emergency overnight cover for other Houses with no resident Matron.