



Job Description: White House – House Matron

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates approximately 973 children aged 4-18 in a co-educational, predominantly day environment, although there are approximately 43 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 300 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School web site at www.kimbolton.cambs.sch.uk.

Purpose

The person appointed will take charge of domestic matters within the boarding unit that houses approximately 30 young women aged 11-18 years. There are resident House Parents, who live with their family in an adjoining property. A resident House Tutor and other staff, who take their turn to be on duty in the evenings to support them.

The house itself is a listed building and although much money has been expended in its upkeep over the last ten years, it still requires good domestic discipline to ensure that it is kept tidy. The House Matron will have two part-time cleaners working for her and will be responsible to the Domestic Services Manager for the management of their time.

The role

The principal duties and responsibilities of the role are as follows:

House Management Duties:

- To take charge of the domestic discipline within the house
- Supervision of cleaning
- Washing and drying of pupils' clothes
- Ironing and minor repairs to pupils' clothes
- Liaise with the Clerk of Works on minor maintenance repairs
- If required, to ensure that at the end of each term the house is ready for external letting

Pastoral Responsibilities:

- Report to the House Parents on pastoral care issues

Health Care Duties:

- Liaison with the Nursing Manager on health matters of the pupils.

- To arrange pupil consultations with medical professionals and to accompanying pupils to any medical appointments.
- Assist the House Parents in creating a friendly and happy atmosphere in the house.
- Assist in the monitoring of pupil behaviour with the house and alert the House Parents regarding areas of concern.

General Duties:

- To have an understanding of Child Protection procedures within the School, and the National Minimum Standards for Boarding Schools. The House Matron will be required to attend training sessions on such topics in order to maintain up to date knowledge.
- Attend training and professional development courses as appropriate.
- To undertake any reasonable request from the House Parents and/or Domestic Services Manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Hold a UK driving licence and have use of their own car 	<ul style="list-style-type: none"> • Professional Practice Certificate within Boarding Standards / Childcare or equivalent. • Nursing experience or experience of providing residential care • First aid qualification
Specialist skills and experience	<ul style="list-style-type: none"> • People management experience • Good administration skills • Good communicator • A good listener 	<ul style="list-style-type: none"> • Familiar with Microsoft Office • Previous experience of boarding schools
Personal qualities	<ul style="list-style-type: none"> • Evident warmth and empathy • Genuine interest in the welfare of adolescents • Positive upbeat attitude • Hands on approach • Sense of humour • Unflappable and observant • Friendly and approachable • Capable of making decisions • Showing initiative and efficiency • High level of discretion • Enthusiastic • Good mannered 	

Terms and Conditions

Accountable to: The Bursar/House Parents

Responsible to: Domestic Services Manager

July 2017

Hours of Work: 42.5 hours per week with ½ hour unpaid lunch break per day for 38.4 weeks per year. Extra duties are required on alternate Saturday mornings during term (17 weeks).

Note: the School lets the boarding facilities from time to time during the holidays. The House Matron may wish to work during these period for extra remuneration.

Remuneration: £9.46 per hour (actual annual salary £18,088) dependent upon qualifications and relevant experience.

Pension: The School offers a contributory pension scheme.

Holiday Pay: 6.4 weeks pro rata paid which includes Statutory holidays.

Referees The names and addresses of two professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

The completed application form, together with a covering letter, should be emailed to recruitment@kimbolton.cambs.sch.uk by **9.00am 7th August 2017 with interviews taking place on the 11th August 2017.**

Notes:

The post holder is required to operate within school policies and procedures, including Health and Safety. Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.dbs.gov.uk. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy is can be found on the website www.kimbolton.cambs.sch.uk/policies.