**Job Description**

**General Responsibilities**

Reporting to the Welfare Manager, you will provide pastoral care for and supervision of students during non-timetabled time.  You will also undertake housekeeping duties and provide frontline medical care.

You will be required to comply with the Abbey College Code of Conduct.

You will have access to and be responsible for confidential information and documentation.  You must ensure confidential or sensitive material is handled appropriately and accurately.

**SPECIFIC RESPONSIBILITIES**

* Stay in communal areas during nominated hours of duty.
* Reside in College accommodation and respond to calls/alarms in line with protocols.
* Exercise pastoral care of pupils (in accordance with Individual Care Plans where appropriate), attend care meetings where required and support pupils’ emotional, cultural and intellectual development.
* Supervise pupils during non-timetabled time when on site.
* Work as part of team in maintaining discipline.
* Provide first aid, initial medical support and administration of medicines to pupils in line with Abbey College protocols and attend appropriate ‘updating’ training sessions as necessary.
* Supervise hygiene practices and cleanliness (including appearance) of pupils.
* Work as part of team in the inculcation of good manners and courtesy.
* Set an exemplary personal standard of dress, behaviour and personal hygiene.
* Monitor standards achieved by cleaners and other support agencies and report on any deficiencies.
* Report repairs required in the maintenance log.
* Maintain close liaison with the Medical Centre staff at all times concerning pupils, medical protocols and provision.
* Support, promote and implement College policies and protocols.
* Promote and support the aims of Abbey College at all times.
* Maintain detailed student records with particular attention to the confidentiality, privacy and sensitivity of issues.
* Participate in a programme of continual risk assessment within the house as required by Health and Safety guidelines
* Undertake such other duties as the Principal, Vice Principal or Welfare Manager may reasonably require.
* Participate in the College programme of Performance Management and Continuing Professional Development;
* Undertake other duties and responsibilities as the line manager may reasonably require.

**Hours of Work**

Hours of work will vary according to the requirements of the clients we have in the College, the number of students in the College and the needs of the College. The workload varies at different times of year so flexibility is required.

* During the Academic Year you will be expected to work a 5 day week followed by 6 day week on an alternating basis.
* During the Summer School (if appropriate) you will be expected to work on a 6 day per week.
* Working days can be any of the days of the week.
* The College will do its best to organise days off for consecutive days wherever possible but cannot promise
* Due to the nature of the job, there may, for example, be students’ needs first thing in the morning and then in the evening, which would mean having time off during the day; i.e. the hours of work are not necessarily continuous.

**Pay**

The matron’s salary is £16 000 - 18 000 p.a.

Accommodation and meals are provided free of charge during term time.

**Dress Code**

You will be expected to adopt appropriate business attire.

**Criminal Records Screening**

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

**Review**

The Job Description will be reviewed periodically as required.