



# Lancing College

Appointment of  
Residential Matron

April or September 2018

## The College

The College stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an area now managed as an educational farm. The remainder is let to a tenant farmer. The distinguished Victorian buildings, including the spectacular chapel that was begun in 1868, are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. More recently a new library, Art School and an additional girls' house have been formed by conversion. There is also major investment in funds for scholarships and bursaries.

Lancing first admitted Sixth Form girls in the 1970s and moved to full co-education in 2000. The College's modern history is one of evolution from an almost wholly boarding community to a mixed boarding and day school serving Sussex and the South East with an entry of some overseas pupils. In 2002 the governors acquired what has now become Lancing College Preparatory College at Hove which is about five miles away from the College itself. As a result of a further acquisition Broadwater Manor School became Lancing College Preparatory School at Worthing in January 2014.

Lancing has a strong history of achievement academically, in the arts, and in a wide variety of sport. There is a modern swimming pool, squash and fives courts, a range of tennis courts and two all-weather surfaces in addition to a newly developed sports and fitness centre and a new Equestrian Centre. Music, drama and art are currently very strong. The specialist music school is next to the Chapel, which possesses a modern Frobenius organ as well the original Walker instrument. The theatre has recently been re-furbished and a dance studio added to the college's facilities. The new Art School brings art, photography, sculpture and ceramics under one roof. Extensive work has taken place to re-model the Science Department. The College has a remarkable reputation in the arts. OLs include Sir Tim Rice, Christopher Hampton, and Sir David Hare who continue a tradition which reaches back to Evelyn Waugh, and other distinguished figures such as Archbishop Trevor Huddleston, Sir Peter Pears, Sir Roy Calne and Sir Christopher Meyer.

The College recruits a 13+ (Year 9) entry of approximately 100 and an additional Sixth Form (Year 12) entry of about 50-60 students in any given year. There are nine houses (seven boarding houses, four boys' and three girls', and two day houses, one each for boys and girls) with a further co-educational day house due to come on line for the beginning of the 2018-19 academic year. Lancing operates a six day academic week with teaching on Saturday mornings and sports fixtures on Saturday afternoons, and day pupils are expected to engage fully with the life of the boarding community. The College was graded 'excellent' in all categories and sub-categories in the recent, 2017 integrated ISI inspection document which can be found here: <https://www.lancingcollege.co.uk/lancing-college/about/inspections>.

Academic standards are consistently high: A\* - B grades at A Level average over 80% for the last ten years and the A\* average since 2010 is over 20%.

The College has excellent IT provision. Since September 2013 all pupils have been equipped with a College iPad in addition to an impressively stocked VLE and supportive software. Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Mr Dominic Oliver, has been in post since September 2014.

## **Woodard Schools**

The Woodard Schools group now consists of some 20 independent schools and four academies with further affiliated (state) and associated (independent) schools. The schools are responsible to the Woodard Corporation for good management but are separately incorporated as charitable companies.

As the Senior School of the Woodard Corporation, Lancing is closely identified with the worship and practice of the Anglican Church and its Catholic tradition. The Eucharist has always been the centre of worship in the Chapel. The College is involved in the work of the Corporation and the Woodard Southern Area Provost is an ex-officio member of the Governing Body. Candidates should be happy to work within this context and to support the Christian life and education of the College.

## **The Appointment**

Responsible to: The Bursar in conjunction with the Housemaster or Housemistress.

### General Description

The Matron's role is one of support to the Housemaster or Housemistress and Tutors in establishing the ethos of the House; to act as a surrogate parent, offering a sympathetic ear when appropriate and advice on personal hygiene. The Matron's role provides a significant and important contribution to the overall welfare of the pupils in the school. The role also includes being the first point of call if a pupil is feeling unwell, liaising closely with the Health Centre and the Housemaster or Housemistress. The Matron will manage the housekeeping staff within the House, supervising cleaning and laundry, repairs and maintenance. An appraisal scheme for Matrons is conducted by the Assistant Head, Pastoral on a 3-year cycle.

### Responsibilities

#### **Pastoral**

- To help and support the Housemaster/Housemistress in the smooth running of the Boarding House

- Be alert to any signs of individual problems and provide a sympathetic, understanding and personal contact with the pupils in the House.
- Be a person in the House, other than the Housemaster/Housemistress or House Tutor, to whom pupils may turn when problems arise.
- To work closely with the Housemaster/ Housemistress in ensuring and maintaining a happy and secure environment within the House in which all pupils can thrive.
- To be resident overnight across term time when on duty and to respond as required, with other resident staff, to any occasional overnight emergency (e.g. a fire alarm or a distressed or unwell pupil).

### **Health**

- Provide a watching brief on the health of pupils and maintain working contact with the School Health Centre.
- Follow the protocols for the administration of medication established by the Health Centre.
- Along with other residential staff, transport pupils to such medical appointments or hospital appointments as are deemed necessary and in an emergency accompany pupils in an ambulance to hospital.

### **Housekeeping**

- Manage the team of domestic staff within the House and ensure their effective working
- Supervise and maintain pupils' clothing and bedding.
- Ensure that clothes for dry cleaning are despatched and returned.
- In conjunction with the Housemaster/Housemistress, ensure standards of tidiness are maintained in bedrooms, day rooms, bathrooms etc and that hygiene standards are maintained in pupil kitchen areas.
- Ensure standards of cleanliness are maintained throughout the House, liaising with and having oversight of designated cleaner(s).
- Report any defects in the fabric, fittings or furnishings of the House through the appropriate channels, keeping the Housemaster/Housemistress apprised.
- In conjunction with the Housemaster/ Housemistress organise Household Renewals and ensure the good upkeep of the House.

### **In Addition**

- Work closely with the Housemaster/ Housemistress and House Tutors to ensure comprehensive cover of the House.
- Attend regular meetings of House Matrons with the Bursar and half-termly Pastoral Meetings with the Senior Deputy Head and Senior Housemaster.

### **Other Specific Duties:**

- To comply with instructions relating to security and confidentiality.
- To observe and comply with the Health and Safety policy of the College and to ensure housekeeping staff observe COSHH regulations and safe working practices at all times.

- To undertake Fire Warden training (as for all staff), to comply with the School's Health and Safety Policy and Fire Regulations,
- To adhere to the principles and requirements of the College's Safeguarding Policy, with particular regard to the key pastoral nature of the role.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

### Qualifications

- A First Aid qualification is desirable but not necessary as training will be given in this field.
- A valid, clean UK Driving Licence is essential.

### Accommodation

This is a residential post and accommodation on site is provided. There is no charge for accommodation, gas, water or electricity. Council Tax is paid by the College. All food is provided during term time only. The Matron may continue to live in College accommodation during holiday time.

### Special Occasions

There will be occasions when there are days in the College's calendar that specifically require a Matron to be on duty eg Open Day at the beginning of May and Founder's Day at the end of May. On such days the Matron is expected to ensure the House is open to College visitors by organising housekeeping staff accordingly and on any occasion to receive College visitors in House.

### Terms and Conditions

- Accommodation is provided free of charge. Catering is provided during term time.
- The hours of duty will not be in excess of an average of 48 hours a week averaged over a seventeen week reference period. The Matron's off duty period will include one 24 – 36 hour block of time, by mutual arrangement with the Housemaster/ Housemistress.
- The Matron shall be entitled to be absent from the school during the School holidays but will be required to work for the equivalent of not more than three days following the end of one school term and for not more than three days prior to the beginning of the next school term. The School term is inclusive of staff INSET days.

- Contributory Pension Scheme. The College will contribute a sum equivalent to 5% of the employee's salary provided that the employee contributes 5% or more.
- The employment will be subject to a probationary period of one year during which time the College may terminate the employment by giving in writing not less than one month's notice and the member of staff may terminate the employment by giving in writing not less than six weeks' notice to expire at the end of a school term.
- Following probation, each side will be required to give one term's notice to terminate this contract.

### **Applications**

Applications should be made using the application form which is available from the College website [www.lancingcollege.co.uk](http://www.lancingcollege.co.uk) and returned to [hr@lancing.org.uk](mailto:hr@lancing.org.uk)

The closing date for applications is **Friday 2 March 2018** although applications may be reviewed on receipt.

### **Further Information**

- Lancing College is a no smoking site.
- Unfortunately, due to the large number of applications received, the College is unable to acknowledge every application. The College will only notify those candidates who have been successfully shortlisted for interview. Therefore, if applicants have not had a reply from the school within 21 days of the closing date, they can assume that their application has been unsuccessful.

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to a Disclosure and Barring Service check.**

**Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence.**