



Felsted

# Matron of Deacon's House

## *Role Information Pack*



## Matron of Deacon's House

Starting Salary £8,634.32per annum

Permanent / part-time / Term-time (35.2 weeks per year)

We have an excellent opportunity for a warm, personable and cheerful Matron to join our 'Excellent in Every Aspect' rated Independent Day and Boarding School. The role will be Matron to one of our oldest boarding houses that is home to more than 60 talented boys of mixed abilities between Year's 9 to 12. Deacon's House is a friendly place to be and the boys take great pride in taking part in-house competitions. The house motto for Deacon's is new each year and is currently 'DARE to CARE' with a drive to care about yourself and others and a focus on the boys making someone else feel better by taking ownership of their actions. Over the years, Deacon's has had many academic, all-round and sporting scholars, artists, musicians, members of the Combined Cadet Force, Heads of School, Oxbridge Scholars, as well as many 1st team sport players.

The role of Matron is to become an integral member of the House team in supporting the Housemaster in the pastoral, welfare and safeguarding of pupils, in order to provide a stable, non-judgmental environment for students to encourage a feeling of trust. Child Protection issues are of paramount importance, as is confidentiality.

Understanding when information needs to be passed on and also when a pupil needs more specialist support around sensitive issues that should be clearly understood. A Matron's role is not a disciplinary one and is expected to be a visible presence, whether helping to run the House or by being available if pupils need someone to talk to.

In addition to the pastoral care, the Matron is responsible for the Domestic staff within their Boarding House.

The successful applicant will have a clear understanding of pastoral care provisions together with a cheerful disposition, who can relate to all personnel within the School to build effective working relationships with staff, parents and students. While desirable that you hold a relevant qualification, it is essential that you have experience within a pastoral capacity, are confident using computers, can be discreet and adhere to confidentiality together with a 'can-do' approach to child welfare, customer service and working with young people.

Further information including a full job description can be found within the 'Role Information Pack'. Further information on Deacon's House can be found on our website here: [www.felsted.org/boarding-day/senior-boarding/deacons](http://www.felsted.org/boarding-day/senior-boarding/deacons).

This is a permanent role commencing from 01 September 2018. The position is working 34 hours per week during term-time (34 weeks per year) plus six days throughout the School Holidays (see the role information pack for further details). The hours of work are Mondays, Wednesdays and Fridays from 8:00am to 2:00pm and Tuesdays and Thursdays 8:00am to 5:00pm The starting salary for this role is £15,359.49 per annum.

If you would like to apply for this role, please visit our website. [www.felsted.org/employment-ops](http://www.felsted.org/employment-ops) to access our online application form. Closing date for receipt of applications is Monday 30 April 2018 at 12:00 noon. Interviews will be held during May 2018

*Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.*

## Job Description: Matron

### ACCOUNTABLE TO:

Housemaster/Housemistress and General Services Manager

### ACCOUNTABLE FOR:

Domestic Assistant Team Leader on a day to day basis during term time. Ultimate line management of the Domestic Assistant Team Leader is via Domestic Services and the General Services Manager.

### JOB PURPOSE

To become an integral member of the House team in supporting the Housemaster/Housemistress (HM) in the pastoral, welfare and, safeguarding of pupils, in order to provide a stable, non-judgmental environment for students to encourage a feeling of trust. Child Protection issues are of paramount importance, as is confidentiality. Understanding when information needs to be passed on, and also when a pupil needs more specialist support around sensitive issues need to be clearly understood. A Matron's role is not a disciplinary one and is expected to be a visible presence, whether helping to run the House or by being available if pupils need someone to talk to.

In addition to pastoral care, the Matron is responsible for day to day liaison with the Domestic Assistant Team during term time. The DATL is ultimately responsible to Domestic Services and the General Services Manager.

To carry out any tasks within the job holders skill and ability.

### ROLE RESPONSIBILITIES:

#### Duties Reporting to the Housemaster/Housemistress (HM)

- To be responsible to the HM in attending to the welfare and domestic interests of the pupils in the House. Encourage and help the pupils to fit into School and House life and be available to help and advise on any personal problems
- Order issues from the Catering Department so that there are always adequate supplies for the pupils within a controlled budget
- To liaise with the Medical Centre staff when necessary
- Ensure that clearance procedures are adhered to by pupils and staff
- To work with the HM to ensure that domestic staff have a good working knowledge of Child Protection issues
- To work with the HM to ensure that the House meets the minimum requirements of the National Boarding standards
- Any other reasonable ad-hoc duties as requested

## Duties reporting to the General Services Manager

- To ensure the domestic staff in the House are well trained in the correct procedures for the use of materials, COSHH and in cleaning methods, thereby achieving a good level of efficiency, cleanliness and meeting the requirements of the School's Health and Safety Policy at all times
- To produce accurate weekly time sheets for the payment of House domestic staff. All weekly time sheets to be sent to payroll for processing. Copy to be sent to the domestic services department
- Arrange the laundering of the House pupils' personal laundry in order that they always have an adequate supply of uniform and clothing
- Order cleaning materials from School stock so that there are always adequate supplies for use by the domestic staff within a controlled budget
- Contact the Maintenance Department and/or Houseperson when urgent or minor repairs are needed in the House
- Ensure Domestic Assistant team Leader is managing Domestic Staff regarding basic matters e.g. absence, leave requests, learning and development, performance appraisals. Support with this is available via the Domestic Services department as required.

## EXPERIENCE AND SKILLS

### ESSENTIAL:

1. Have a warm and personable personality together with a cheerful predisposition
2. Be discreet and adhere to confidentiality and Safeguarding rules and procedures
3. The ability to remain calm under pressure
4. Previous experience within a pastoral capacity
5. Computer literate (Microsoft Office Suite and Google Suite)
6. Positive 'can-do' attitude towards customer service and working with young people
7. Well organised and able to delegate
8. Enthusiastic, sense of vocation and authoritative
9. Ability to build effective and appropriate relationships with pupils, parents and staff
10. Full driving licence
11. Excellent interpersonal and communication skills
12. Willingness to attend meetings and necessary training (i.e. First Aid, Fire Marshall etc)
13. Smartly presented and able to work as a team player.

### DESIRABLE:

14. Hold a relevant qualification
15. Previous experience managing people
16. Previous experience of working in an Educational environment
17. Previous similar experience within a Matron role, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.

## REWARD AND RECOGNITION

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- Employer and employee contributory Pension scheme (matched contribution at 2.5%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

## TERMS OF EMPLOYMENT

- Term-time plus six days core (see 'Core Days' below) and 14.5 days activities, totalling (38.1 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Mondays, Wednesdays and Fridays from 8:00am to 2:00pm and Tuesdays and Thursdays 8:00am to 5:00pm. Lunchtimes to be taken during the 12-1pm slot.

## CORE DAYS AND ACTIVITIES

- Start of Autumn Term: two days
- Easter Break: two days
- End of Summer Term: two days
- Open Mornings x3
- House Feast x1
- Speech Day x1
- Night before Speech Day x1
- House Outing x1
- Yr9 Consultative Dinner x1
- Pupil Induction Events x1
- Plus other ad-hoc occasions in line with HM requests



## Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.





## Felsted Senior School

The Senior School educates some more than 540 students aged between 13-18, of which over 80% of students take advantage of the School's boarding provision. Boarders at Felsted lead full lives. There is time to ensure academic work is completed to a high standard, to be involved in a breadth of co-curricular activities and to build lifelong friendships. Personal qualities such as confidence, independence, organisation and leadership will be developed in a caring and happy community.

In addition to our two Day Houses there are eight boarding houses in total at Felsted: six for Boarders in Years 9 to Lower Sixth and two for Upper Sixth Boarders. Each house offers unique environments for study and personal development, supported by a Housemaster or Housemistress (HM), Assistant Housemaster or Housemistress (AHM), a Resident Tutor (RT), a Matron and a Tutor team.

## Academic

We enter our students for GCSE, A Level and the International Baccalaureate courses. In our latest results (August 2017), our students achieved:

- We had 22 students took the **International Baccalaureate** Diploma with 100% pass rate
- At **A Level**, the pass rate was higher than 99% with more than 87% of all grades being C or better.
- At **GCSE**, results were also impressive with 40% of grades at A\* to A, 93% at A\* to C and 96% achieved five A\* to C grades.

The following departments gained over 85% A\* to B grades: English Language, English Literature, Greek, Latin, Maths, Religious Studies and Theatre Studies. When compared academically against other schools, both independent and state, Felsted scores extremely well. The School leads regional league tables in terms of the value it delivers to a broad range of academic ability. Since 2012 we have been placed within the top 10% of all schools nationally, both in Independent and comprehensive.





## International

We welcome students of all nationalities and routinely celebrate cultural diversity. Integrating international and UK students is an extremely important component of the Felsted ethos of valuing and respecting difference.

Through partnerships with organisations such as Round Square and Magic Bus, in addition to a fully integrated International Baccalaureate Diploma programme, Felsted is a globally-minded school that aims to prepare all of its students for international co-operation, communication and understanding, both now and in their future careers.

## Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.

All students have the opportunity to represent the school in sporting fixtures during their school career, with travel to an away fixture once a fortnight the norm for the vast majority of students. Additionally, students who take their sporting expertise to a higher level will receive the opportunity to join one of the many Sports Trips and Tours.

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## Music

Music is part of the fabric that makes up Felsted life and has been for many years. The School has forged a strong partnership with The Junior Guildhall in London. The School provides broad opportunities for musicians of all types - our main aim is that everyone who wants to be involved musically can be accommodated. All students are involved in some way, whether it is singing in Chapel, participating in the Inter- House Singing Competition or through individual musical interest.

Felsted musicians are supported by five full-time members of staff and over 25 visiting instrumental and vocal teachers. Tuition is available in a wide range of instruments ranging from the violin, Harp, Saxophone and Drums through to the Cello, Oboe, Organ and Electric Guitar!

Singing plays a hugely important role both in Chapel and in more informal settings. Elsewhere, the School boasts a number of Orchestras, String Ensembles and Wind and Brass Groups.

## Drama & The Arts

Felsted has a reputation for drama productions of the very highest quality. Drama overall makes a significant contribution to the co-curricular life of the School. Our Hunt Theatre is equipped technically to the standard of any small professional theatre: the extensive facilities include flexible seating, fully computerised lighting and sound controls, an impressive range of lanterns and sound equipment, dressing rooms, a front-of-house box office and a licensed bar. Larger scale productions tend to be put on in the School's majestic Grignon Hall, which can seat an audience of 400.



## Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at [www.felsted.org/employment-ops](http://www.felsted.org/employment-ops).

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description, so it is important you provide as much relevant information as possible.

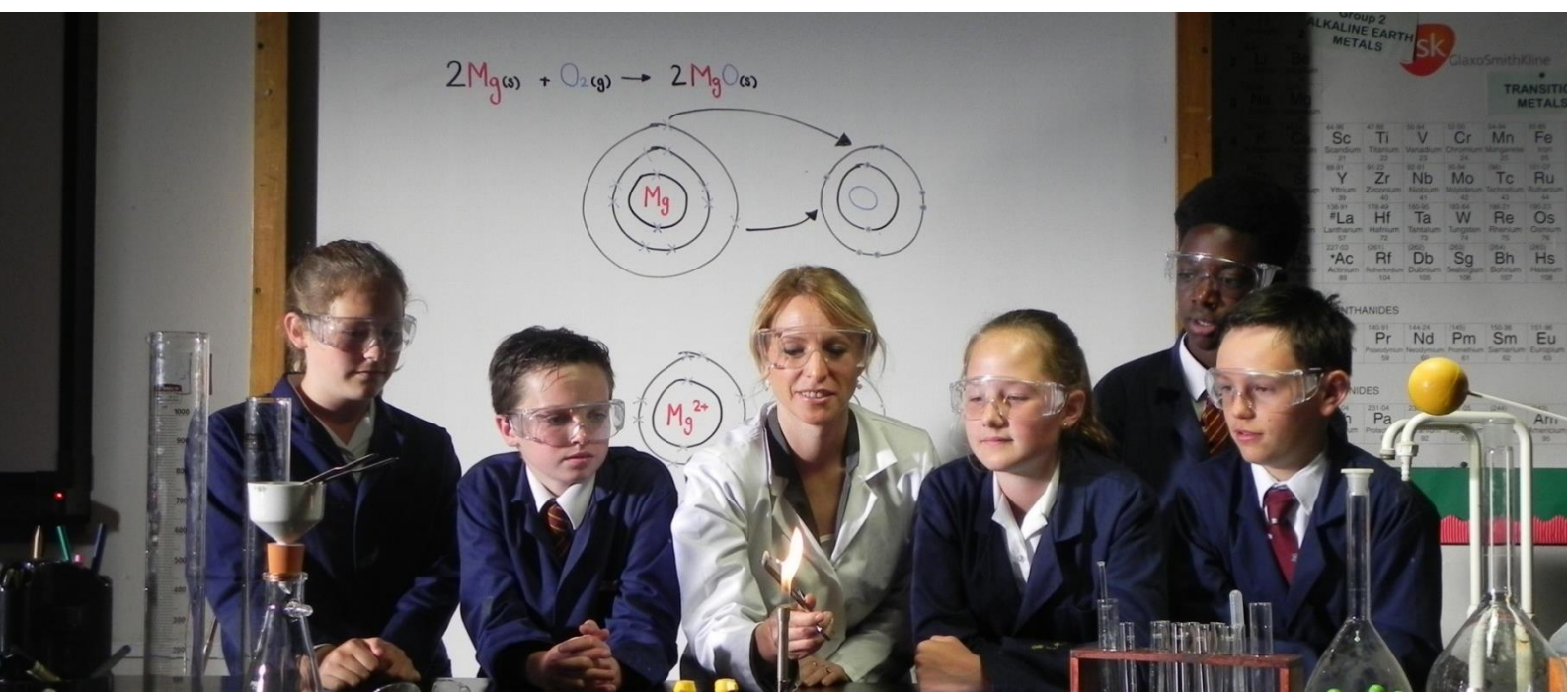
Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Our Policy Statement on the Recruitment of Ex-offenders can be found on our website [www.felsted.org/employment-ops](http://www.felsted.org/employment-ops).

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

- Identification to prove your Right to Work in the UK
- A completed DBS application form along with three pieces of ID
- Evidence of any qualifications you hold that are necessary for the post you are applying for.
- If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.



# Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

## Appointment Date

The appointment will commence from 01 September 2018.

## Salary

The starting salary is £15,359.49 per annum.

## Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

## Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

## Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of discounts, offers and cashback from high-street retailers.

## Employee Reward Package

A full list of employee benefits can be found on our employment opportunities website pages under 'Employee Reward Package'.

## Terms of Employment

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## Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred

List check) through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy statement on the Recruitment of Ex-offenders that can be found on our employment opportunities home page. A full copy of the policy can be found by emailing [hr@felsted.org](mailto:hr@felsted.org).

As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) applicants are obliged to disclose **spent** convictions in addition to any **unspent convictions**. The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

## Other Employment Checks

The offer of employment is also conditional upon satisfactory receipt of the following employment checks.

- a. Proof of your Right to Work in the UK
- b. Two professional references
- c. Barred List Check
- d. Medical Questionnaire
- e. Overseas Police Check (if you have resided outside the UK within the last ten years)
- f. Evidence of qualifications held (if appropriate)
- g. Prohibition from Management (if applicable)
- h. Disqualification by Association (if applicable)

We look forward to receiving your application.



**Felsted Human Resources Department**  
Felsted School, The Bury, Felsted, Essex, CM6 3DQ  
+44 (0)1371 822622

[hr@felsted.org](mailto:hr@felsted.org)  
[www.felsted.org](http://www.felsted.org)

Independent / Co-educational / Boarding & Day / Ages 4-18



**Felsted**