

**Medical Matron (Part Time) - Job Description**

Abberley Hall

Abberley Hall is a co-educational school which takes children from the age of 2 to 13. The Prep school (age 8 to 13) is predominantly a boarding school. The Nursery and Pre-prep departments are for day pupils. It operates in and around a Victorian country house which is set on a hillside so the site is a mix of historic buildings, modern classrooms, sporting and arts facilities. These are all connected by corridors and lots of stairs.

The safety and wellbeing of pupils is of paramount importance, and Abberley Hall has strict policies and procedures in place to minimise any element of risk. All members of staff are obliged to familiarise themselves with the School’s Safeguarding Policy and to abide by its requirements.

All members of staff will undergo training appropriate to the role at the beginning of their employment and will be expected to abide by all relevant policies and procedures.

The Role of the Medical Matron (Part Time)

The primary objective of the Medical Matron is to ensure the safety, welfare and pastoral well-being of all pupils in the Main School and to provide medical care for pupils in the Pre-prep and Nursery as required.

The Medical Matron’s role is part time and currently Monday 0730 - 1830 hrs and Friday 0730 – 1300 hrs. It is a key element of the job to be on hand at all times of the day and evening within the rota system. The post-holder is expected to work during term-time only. School holidays are typically 4 weeks at Christmas, Easter and 8 weeks during the summer.

The Medical Matron is required to fulfil the requirements as directed by the full-time Medical Matron, following the School’s standard practices and procedures.

All duties undertaken by the job holder must be carried out efficiently, effectively, and to the standards acceptable to the management team. All members of staff are expected to develop effective working relationships with all school staff.

There is a particular requirement of the Medical Matron to recognize the role they play ‘in loco parentis’ and they show a warm, caring attitude towards pupils that fosters a rapport based on trust and security. They should also offer an approachable attitude to parents.

It is important for all staff to understand duties in respect of data protection. Staff members are responsible for ensuring any personal data held by them is kept securely. This includes appropriate use of door codes, computer IDs and passwords.

Duties

Specific tasks might include any of the following:

* Managing the surgery
* Managing sickness and medication records
* Managing allergies
* Undertaking general administrative tasks such as filing
* Help with the safe storage and distribution of medicines and equipment
* Administering of medicines and ensuring pupils continue with treatment
* Performing first aid
* Providing support in emergencies i.e. hospital transport and care for children
* Escorting children to external medical appointments as necessary
* Liaising with parents so that they are kept fully informed of relevant health and welfare matters
* Identifying and communicating relevant information about pupils to other members of staff
* Encouraging good pupil hygiene
* Reporting any defects in fabric and equipment within the medical area
* Helping with the instruction of Junior Matrons
* Being aware of and working within ISI/Ofsted inspection standards/guidelines
* Keeping fully up-to-date with all relevant school policies
* Mealtimes

**Person Specification**

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| **You will need to be:**  Passionate about all aspects of nursing and bring new ideas to the role.  Caring with a dynamic approach and able to support the School Medical Matron and other staff | | |
| Qualification and other required skills | Essential | Desirable |
| A nursing qualification | X |  |
| Excellent communication skills | X |  |
| Recent experience of working with children age 2 – 13 | X |  |
| Relevant experience with good organisational skills |  | X |
| Firm understanding of safeguarding | X |  |
| Experience of administration systems |  | X |
| Competent in computer systems including email Microsoft Word and Excel |  | X |

Please note that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.