



## **BOARDING AND DAY HOUSE MATRON**

### **JOB DESCRIPTION**

The main function of this post is to be an adult presence in the House and to be responsible for the safeguarding, welfare and security of pupils by assisting the Housemaster/Housemistress (HoM) and their team in the supervision of the health and welfare of the pupils and their 'House', the physical building within which they live.

The job may involve any or all of the following specifications. Above all, there is an expectation of a parent figure who is generous with their time and responsive to the needs of the pupils. The list is neither definitive nor exhaustive and the range of tasks will embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

The post requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible in outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively. The nature of the work requires physical fitness, a good level of stamina and an ability to handle laundry and climb a large number of stairs.

It is envisaged that every House will have a slightly different approach to the job, depending upon the particular circumstances, strengths and skill of the individual post holders. The role could also vary according to whether the matron works in a boarding or day house and whether residential. What follows are the expectations of the role; however, it is important that these and the specific requirements and expectations of the role that pertain to each individual House are reviewed annually by the HoM and the Matron and redefined as appropriate.

#### **1. Purpose of the Job**

- (a) The physical care and security of the pupils.
- (b) Providing an adult presence during agreed hours and cover emergencies.
- (c) Preparedness to give emotional support to pupils.
- (d) Liaison with HoM and House staff on matters to do with the House.
- (e) Assistance in the smooth running of the House.
- (f) Liaison with the Health Centre and Music School in relation to pupils in your care.
- (g) Liaison with Estates Dept, Laundry and Cleaning to ensure that the House is maintained in good order on a day to day basis

#### **2. Responsibilities**

- (a) To meet regularly with the HoM.
- (b) To help HoM to ensure adherence to the NMS for Boarding 2016.
- (c) To adhere to the Staff Code of Conduct.
- (d) To provide first line medical assessment.

- (e) To take a significant role in the recording, monitoring and following up of pupil attendance and lateness.
- (f) To supervise the standard of work of the cleaners. To liaise with the Cleaning Supervisor regarding any changes to cleaning duties or other issues regarding cleaning.
- (g) To oversee the safety and security of the pupils
- (h) To deal with Lost Property.
- (i) To provide adult cover as required.
- (j) To be a listening ear for pupils and to be responsible for answering the telephone when required.
- (k) To respect pupil's confidentiality and inform the HoM of any issues.
- (l) To attend Matrons' Meetings with the Health Centre and Deputy Head Pastoral
- (m) To pick up on and action the maintenance needs within the House.
- (n) To supervise and keep records of pupils taking medication.
- (o) To oversee the personal hygiene of the Pupils.
- (p) To support the provision of PSHE as necessary
- (q) To respond to other incidents as they arise.
- (r) To manage and supervise the Laundry and Linen Room and do ad hoc mending.
- (s) To be a signatory for pupil chits and to oversee signing in and out of the House.
- (t) To be on hand to give permission for pupils to leave the campus
- (u) To accompany pupils to medical appointments as and when appropriate (boarding).
- (v) To adhere to the Code of Conduct and report any concerns about other staff behaviour

### **3. Tasks of the Job**

- (a) To be available to pupils for their needs at reasonable hours.
- (b) To take a significant role in the management of pupil attendance.
- (c) To inform the Marshal of any unexplained pupil absence, and to take other appropriate action such as contacting parents.
- (d) To use SIMs to record and monitor pupil attendance and lateness.
- (e) To record and report incidents on CPOMs
- (f) To record accidents in line with Health and Safety procedures.
- (g) To be the primary care giver and to dispense medication from the surgery at regular and irregular times.
- (h) To check that pupils going on trips are supplied with the correct medication (Boarding).
- (i) To provide cover for the HoM and supervision of pupils as required.
- (j) To clear and do sweeps of changing rooms and bathrooms for security purposes.
- (k) To help to ensure pupils wear the correct uniform and games kit.
- (l) To review the progress of maintenance requests and to liaise with the Estates Department.
- (m) To attend and support official House and School functions/events as required by the HoM; for example: House Parents' evenings, Commem, House Play, House Supper, House music evenings.
- (n) To respond to e-mail, telephone, fax, door etc. during specified hours and to supervise visitors.
- (o) To determine the fitness of pupils for school/games in liaison with the Health Centre.
- (p) To maintain surgery contents, medicine cabinet, asthma register and medical records in accordance with Health Centre guidance.
- (q) To contribute to the supervision of pupil tidiness and to deal with lost property issues.
- (r) To help to ensure that pupils follow routine as appropriate to their age e.g. rising, attendance at meals, personal hygiene.
- (s) To participate in on-going INSET regarding Safeguarding, Security, e-safety, First Aid, Fire Marshal Training, Food handling, ICT and other training as required by the College

in particular monthly training with the Health Centre. It is expected that matrons will ensure that these qualifications are kept up to date.

- (t) To assist with House administration, including assisting the HoM with the compilation of House lists and other paperwork.

#### **4. Authority and Approval**

- (a) Certain levels of medical decisions should always be checked with the Health Centre (e.g. Off Games, paracetamol and asthma protocols).
- (b) Some minor discipline, although this is the major responsibility of the HoM.
- (c) Expenditure by pupils within guidelines laid down by the HoM.
- (d) Order cleaning materials and equipment as required by the HoM.
- (e) Liaison with the Estates Department over maintenance as agreed by the HoM.
- (f) Completion of the on-line SIMs registration as agreed with the HoM.
- (g) Submission of absentee lists to the Marshal on a daily basis.
- (h) Completion of checks (eg fridge temperatures, fire logs and fire alarm tests)
- (i) With the HoM to make sure all statutory notices are in place

#### **5. Working Relationships**

- (a) Senior Line Manager – Deputy Head (Pastoral). Matrons meet termly with the Deputy Head (Pastoral) and attend INSET with the Health Centre.
- (b) Immediately and directly responsible to the HoM, with whom information should be shared within agreed boundaries of confidentiality.
- (c) Open and regular lines of communication with the House team including cleaners. Professional contact with parents, pupils and employees of the College, and specifically the Health Centre, Music School and the Estates Department.

#### **6. Qualifications**

First Aid desirable and a Certificate of Boarding Practice from the Boarding Schools' Association would both be a significant advantage to any application; however these are not a requirement. Upon appointment all matrons undergo specific Safeguarding, First Aid and Security Training, Food Handling Certificate and Fire Marshal Training. Other training will be provided on an on-going basis.

#### **7. Additional Tasks**

These will vary widely, but could include clerical work, ICT, filing, photocopying, administration in liaison with Accounts, travel arrangements, absentee system, mending and labelling of clothes, daily meetings with the HoM, setting the performance targets with cleaners, anticipating events, helping organise events unique to the House. Exceptional extra duties or responsibilities may be remunerated.