

# **LANCASTER ROYAL GRAMMAR SCHOOL**

## **JOB DESCRIPTION**

<b>POST</b>	Matron
<b>RESPONSIBLE TO</b>	The Housemaster who is assisted by the Housekeeper in the running of the boarding house.
<b>RESPONSIBLE FOR</b>	Assisting the Housemaster with care and welfare of boys in the boarding house.

### **SPECIFIC RESPONSIBILITIES INCLUDE**

- In conjunction with the Housemaster and other House Matrons, supervise the pastoral care of the boys and domestic arrangements.
- Supervision of general personal hygiene/welfare of the boys, cleanliness, tidiness and storage of clothes and ensuring the boys keep dormitories tidy at all times paying careful attention to lost possessions.
- Organisation of the sports washing within the House and if necessary doing urgent washing in the school laundry and ensuring the naming of boys belongings and undertaking basic repairs to clothing and bedding where necessary.
- Any other associated duties as specified by the Housemaster.
- In conjunction with other staff, ensure medical cover is available 24 hours per day, 7 days per week in the medical centre during term time.
- Issue of medication as prescribed by the School Doctor or designated by the Nursing Sister.
- Provide first aid when necessary.

<b>SALARY</b>	Salaries will be paid at £7.97 per hour. Salaries will be paid monthly in arrears by bank transfer on the last day of each month.
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<b>HOLIDAY</b>	The annual paid holiday entitlement is 27 days for full time staff rising to 31 days after 5 years service. Term Time only staff holidays are calculated on a pro rata basis and are to be taken during school holiday periods – plus statutory bank holidays where applicable.
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**PENSION**

Contributory membership of the School's pension scheme is available.

*The Matron may be required to work additional hours prior to term time in a general capacity to ensure that the Boarding House is ready for the boys' return and during periods when the House may be prepared and used for external lettings. Extra duties may be required to cover in the case of illness.*

*For the comfort of pupils and staff, the School operates a no smoking policy.*

# **LANCASTER ROYAL GRAMMAR SCHOOL**

## **MATRON**

### **PERSON SPECIFICATION**

#### **PERSONAL QUALITIES**

- an active, capable and hard working person
- a conscientious individual, committed and reliable
- self motivated and enthusiastic
- an empathy with the School's aims and objectives
- able to work on own initiative, whilst at the same time having the ability to work well within a team
- good inter-personal skills
- ability to establish good working relationships with colleagues
- sense of humour
- flexible and willing attitude to work
- adaptability and flexibility to meet changing work priorities
- willing to give added value in support of the School and its affairs

#### **EXPERIENCE AND SKILLS**

- first aid certificate desirable, although not essential