

## Job Title:  Overnight Matron

**Responsible to:** Duty Operational Manager

**Job Reference No:** 18-19036

**Hours per week:** 2 Night shifts 1900-0800 on a rota basis. Term time only

**Salary:** £8.50 an hour

**Contract:**  Permanent

**Background**

Taunton School is just over 170 years old. It is an Independent School for over 1100 boys and girls, aged from 0 to 18 years with approximately 350 boarders. We aim to challenge, inspire and nurture young people to succeed in a global community.

Taunton School is an equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and has achieved the Investors in People Gold accreditation.

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

**Overall Purpose**

Taunton School is seeking to recruit a School Matron to work overnight with the occasional Sunday day shifts.

If you would like to be part of a small, friendly team in an independent day and boarding school with a large boarding community, then this opportunity to join our Health Centre team might be ideal for you.

The Health Centre is situated in the middle of the school site and supports pupils and staff with pastoral and medical needs. It is a hive of activity and the matron is part of a large multidisciplinary team.

These are “term time only” roles, so there would be no obligation to work in school holiday periods, although there may be additional opportunities to support the school’s summer holiday programmes.

**Skills Required**

* Getting the job done: achieves what is required on time and to the appropriate quality, evaluates options, creates solutions and learns from mistakes
* Takes personal responsibility: for own work and actions and able to work under pressure to strict deadlines with little supervision seeking guidance and advice where necessary; is adaptable and flexible, clean and tidy
* Gets on well with others: able to work as part of a team and foster good relations with other people giving and receiving advice and instruction and sharing information, ideas and expertise
* Communicates clearly and well: to different people, listens carefully and responds to feedback
* Manages Resources: does not waste time but uses it effectively to meet tight deadlines; makes efficient use of, and takes care of, resources complying with Health & Safety policies.

**Person Specification**

* Previous medical experience is preferable, but not essential
* Flexible, caring and approachable
* Calm/friendly manner
* Good organisational skills and a willingness to work as part of a team
* IT skills

**Duties and responsibilities:**

* To support boarding staff in houses and other matrons
* To look after unwell or injured pupils overnight in the Health Centre
* To administer over the counter and prescription medicines
* To assist with Health Centre administration
* To adhere to the school’s Health Centre policies and procedures
* Aware of Individual Health Care Plans (IHCP)
* Visit houses to support staff and pupils
* Responding as a 1st aider to medical emergencies

The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.

**Terms and conditions**

**Hours of Work:** Night shifts 1900-0800. Sunday day shift only (0800-1900). Term-time only (32 weeks). Shift pattern will see 1 matron on duty at any stage. Although the matrons will be supported by other staff members and on-call nurses, this is essentially a “lone worker” position.

**Pension:**Automatic enrolment in the School Pension Scheme should you

 meet the eligibility criteria

**Other benefits:** Free meals when the School kitchen is open

Discounted membership of the Taunton School Sports Club

Free parking on site

Contributory Health Scheme (when probation period completed)