



AIGLON
Switzerland

Matron job description for Junior and Senior Houses

The main function of this post is to be an adult presence in the House and to share responsibility for the safeguarding, welfare and security of students by assisting the Houseparents (HSPs) and their team in the supervision of the welfare of the students 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 person who is generous with their time and responsive to the needs of the students. 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 and a good level of stamina. It is understood that each House may have a slightly different structure for the job, depending upon the particular circumstances, strengths and skill of the individual post holders. The role may vary according to whether the Matron works in a junior or senior house. The hours will normally be between 0700 and 1100 Monday to Friday but certain Houses may require a different pattern of hours to be kept during weekdays.

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 HSPs and the Matron and redefined as appropriate.

1. Purpose of the Job

- The physical and emotional care and security of the students.
- Providing an adult presence during agreed hours and covering emergencies.
- Liaison with HSP and House staff on matters to do with the House.
- Assistance in the smooth running of the House.
- Liaison with the Health Centre.
- Liaison with Estates Department, Laundry and cleaning staff to ensure that the House is maintained in good order on a day to day basis.

2. Responsibilities and tasks of the job

- To adhere to the Staff Code of Conduct and the Staff Prudence Code.
- To oversee the welfare, safety and security of the students.
- To meet regularly with the HSP.
- To provide first line medical assessment and to attend regular training in First Aid as appropriate.

- To determine the fitness of students for school / PE / Sport / activities / skiing in liaison with the Health Centre.
- To maintain the medicine cabinet and medical records in accordance with Health Centre guidance.
- To supervise and keep records of students taking medication.
- To check that students going on trips are supplied with the correct medication in liaison with the Health Centre.
- To take a significant role in the recording, monitoring and following up of student attendance and lateness using the official iSams system.
- To inform the HSP or Assistant Houseparent (AHP) of any unexplained student absence, and to take other appropriate action such as contacting parents. To help oversee signing in and out of the House.
- To be on hand to give permission for students to leave the campus.
- To liaise with the Gouvernante Générale regarding the cleaning staff House team.
- To record and report any incidents that may occur in the House diary or equivalent system.
- To deal with any lost property.
- To help HSPs and AHPs to oversee the personal hygiene of the students.
- To provide cover for the HSP and supervision of students as required.
- To clear and do checks of bedrooms and bathrooms for security purposes as well as for general tidiness.
- To help to ensure students wear the correct uniform and PE/Sports/Expedition kit.
- To review the progress of maintenance requests and to liaise with the Estates Department.
- To attend and support official House and School functions/events as required by the HSP.
- To respond to e-mail, telephone and messages during specified hours and to supervise any visitors to the House.
- To help to ensure that students follow routine as appropriate to their age such as the wake up routine, attendance at meals and personal hygiene.
- To participate in on-going training regarding Safeguarding, Security, e-safety, First Aid, Fire Training, ICT and other training as required by Aiglon and in particular half termly training with the Health Centre. It is expected that Matrons will ensure that qualifications and relevant training are kept up to date.
- To assist with House administration, including assisting the HSP with the compilation of House lists and other paperwork.
- To assist the HSP to make sure notice boards are up to date including all statutory notices.
- To conduct a daily handover with the HSP or AHP.

3. Authority and Approval

- Certain levels of medical decisions should always be checked with the Health Centre.
- Some minor discipline, although this is the major responsibility of the HSP.
- Expenditure by students within guidelines laid down by the HSP.
- Ordering of cleaning materials and equipment as required.
- Liaison with the Estates Department over maintenance as agreed by the HSP.
- Completion of iSAMS, student attendance and registration as agreed with the HSP.
- Completion of checks such as fire logs and fire alarm tests.

4. Working Relationships

- Line Manager – HSP. Matrons meet regularly with the HSP and attend training with the Health Centre.
- Immediately and directly responsible to the HSP, information should be shared within agreed boundaries of confidentiality.
- Open and regular lines of communication with the House team including cleaning staff.
- Professional contact with parents, students and employees of Aiglon, and specifically the Health Centre and the Estates Department.

5. Additional Tasks

These will vary widely, but could include administration in liaison with Finance, travel arrangements, attendance system, ad hoc mending and labelling of clothes, anticipating events and helping organise events unique to the House. Exceptional extra duties or responsibilities that have been formally authorised by a member of the School Council may be remunerated.

6. Qualifications

Relevant boarding and school experience, medical or First Aid qualifications and competence in French would be a significant advantage to any application; however these are not a requirement. Upon appointment all Matrons undergo specific Safeguarding, First Aid, Attendance and Fire Training. Other training will be provided on an on-going basis.

7. Terms and Conditions

Matrons will be expected to work Monday to Friday from 0700-1100 and exceptionally at the weekend during term time. Some Houses may require different hours during the working days from Monday to Friday.

Normal Monday to Friday routine:

0700	Wake up routine, breakfast, assessment of any sick students.
0750	All students fit for school to have left the House, attendance lists completed.
0800 - 1015	Liaise with HSP or AHP, Health Centre, Studies, PE and Sport as required, room checks.
1015-1045	Follow up with students during morning break.
1045 - 1100	Handover: Matron / HSP or AHP.

It is important that the post holder is always aware of Safeguarding guidelines and the Staff Prudence code, observing an appropriate professional relationship with students that is characterised by effective working and caring relationships.

This job outline only contains the main accountabilities relating to the post of Matron and does not describe in detail all of the duties required to carry them out. The Matron may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.