



IPSWICH HIGH SCHOOL

## Matron Job Description

**Job title: Matron**

**Responsible for: Housekeeping team**

**Line Manager: House Parent (Main)**

### Key Purpose

- a) To assist the House Parents in caring for the boarders in the House on a daily basis: Matron should know them well and take an interest in them and what they do
- b) To support the House Parents by ensuring the welfare and wellbeing of all of the boarders: the Matron requires understanding and sympathy with the boarders, balancing a friendly disposition with the need to maintain discipline
- c) To assist in setting the very highest standards of care in the boarding house and to understand the aims and objectives of boarding in the House as well as the principles on which community life in the boarding house is based
- d) To be resident within the House during term time and to be responsible to the House Parents for the general welfare of all the boarders in the House, in accordance with the School's policies and the NMS
- e) To ensure the safety and security of all boarders at all times when they are in the school's charge
- f) To build a strong, personal relationship with each of the boarders in their care
- g) To assist duty staff in the provision of excellent pastoral care for the boarders in the House
- h) To create excellent relationships with parents and guardians and to respond to their concerns

### Main Duties and Responsibilities

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:*

#### Pastoral

The Matron is responsible, along with the House Parents, for helping the pupils to settle into boarding house life by providing a sympathetic ear and providing pastoral support. The Matron will:

- To ensure the safety and security of all boarders at all times when they are in the school's charge

- Assist the House Parents in creating and sustaining a 'home from home' environment where the pupils will feel happy, safe and supported, and in which they will thrive individually and collectively
- To be aware of, and to respond to, the needs of individual boarders, including those from different cultural backgrounds and to be aware of the changing needs of all boarders as they develop
- Provide a listening ear and friendship to the boarders in the House: this relationship is vital when dealing with the more challenging personal and social issues that can arise
- To assist the House Parents with establishing and maintaining healthy routines for each boarder, including those of personal hygiene, sleep and diet
- Be involved in all aspects of the boarders' lives and they will be encouraged to watch sport, join weekend outings and assist with House functions
- Attend House meetings as required by the House Parents

### **Medical**

The Matron is responsible for ensuring that the boarders receive appropriate medical treatment following illness or injury beyond the school day (the School Nurse will take this responsibility during school hours) and for ensuring that parents and guardians are appropriately informed. The Matron must also liaise with the House Parents regarding any medical treatment.

The Matron will:

- Be aware of the boarders' individual medical requirements or health problems
- Collate medical records of new boarders and, where appropriate, discuss any medical details with the House Parents and the School Nurse
- Keep up-to-date records of the medical history of all boarders in the House
- Collect, store and dispense boarders' prescribed medication as appropriate
- Ensure that medications are dispensed in line with the medical protocol policies
- Record all treatments administered to the boarders
- Liaise with the School Nurse and School Doctor over referral of boarders and their subsequent treatment
- Administer first aid as appropriate
- Keep the House Parents informed of the health of individual boarders as appropriate
- Accompany boarders on hospital and dental visits
- Keep the House Parents informed and, in conjunction with the House Parents, inform parents regularly of any health issues affecting their child

### **Domestic**

The Matron will be responsible for the domestic duties within the House, ensuring that the boarders have clean clothes, which are repaired and replaced when necessary and will be responsible for the following:

#### Laundry

- To be responsible for the boarding house laundry and to be present in the house during collection and return (usually once per week)

- To tackle daily laundry in the House and to organise the collection and distribution of all items that go to the laundry
- To ensure that all boarders' clothing is properly labelled

#### Hygiene, cleanliness and general duties

- To oversee the general tidiness of the House and the boarders
- To oversee regular change of clothing, bed linen and towels
- To check that the boarders' clothing and bed linen are in a reasonable state of repair and that bed linen is being changed weekly
- To keep a record of any individual items purchased on a boarder's behalf
- To check that the boarders are using the sports wash on a weekly basis
- To be responsible, along with the House Parents, that the boarders rise at the appropriate time, make their beds, open their curtains and windows in the morning and attend meals
- To supervise packing and tidying at the end of term in conjunction with the House Parents

#### **Boarding House Specialist Responsibilities**

- In liaison with the House Parents, the Matron will be required to communicate with parents and/or guardians on a regular basis
- Ensure that any maintenance requirements are reported to the Estates Department to maintain a safe and welcoming environment
- To be responsible for promoting and safeguarding the welfare of pupils for whom Matron is responsible or with whom she/he comes into contact with, in accordance with the School's Safeguarding and Child Protection policy and reporting procedures
- Be fully conversant with the School and House rules and communicate and pastoral/disciplinary concerns that she/he becomes aware of to the House Parents as soon as possible
- Management of any flexible boarding booking system
- Be a good ambassador for Ipswich High School
- To carry out any reasonable duties as requested by the Head

#### **Overview of Experience/Qualifications**

The Matron will need to demonstrate excellent interpersonal and organisational skills. Experience of care in an educational setting would be a distinct advantage. Matron will have:

- A warm and empathetic personality, tactful manner and be a good listener
- A firm but fair and consistent outlook
- Sound knowledge of safe medicine dispensation and first aid
- Excellent communication skills
- An empathy with the demands made of staff within a boarding house setting during term time
- Flexibility as there will be occasions when additional hours are required outside of the normal shift patterns
- A firm understanding of the need for confidentiality and discretion with regards to privileged information

- Understanding of living in a boarding house with both staff and pupils

### **General requirements**

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the School's Council Regulations..
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Person Specification

Description	Essential	Desirable
<b>Qualifications</b>		
BSA Certificate in Professional Practice for Matrons, or a care qualification		X
Certificate in Safe Handling of Medication (or willingness to undergo training)	X	
First Aid Certificate (or willingness to undergo training)	X	
Full driving licence	X	
<b>Work Experience</b>		
Experience of working as a Boarding House Matron, or in a similar role in an educational setting would be a distinct advantage		X
Ability to make appropriate and enabling relationships with teenagers	X	
Awareness of physical and emotional needs of young people	X	
Nursing experience would be a distinct advantage		X
General office administration, ability to maintain accurate records	X	
Sound IT knowledge (Microsoft packages and a willingness to learn bespoke school IT systems)	X	
Working at a supervisory level would be an advantage, as Matron will supervise the domestic staff		X
<b>Specialist Knowledge</b>		
Awareness of Health and Safety	X	
An excellent understanding of Child Protection and how it applies in a boarding setting	X	
Sound knowledge of First Aid (training available)	X	
Experience of dispensing medication (training available)	X	
Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative	X	

<b>Personal Skills</b>		
Practical evidence of taking own initiative and being patient, calm, flexible and adaptable at all times	X	
Ability to self-organise and meet deadlines while working under pressure with minimal supervision and on own initiative	X	
Diplomacy, tact and patience with a good listening ear and a warm sympathetic personality	X	
Able to contribute effectively to a team environment and to be willing to be involved in all aspects of the boarders' life ie school/sporting events etc	X	
Discretion and the ability to maintain confidentiality	X	
Good sense of humour	X	
Willingness to attend any relevant training course that may be applicable to carrying out the role of Matron	X	
<b>Other/Special Working Conditions</b>		
Full, clean driving licence	X	
Possess cultural awareness and sensitivity in working towards the aims of the School and boarding house	X	
Flexible approach to work with the willingness to work additional hours	X	

**JF March 2019**