



House Matron Cunningham

Queen Victoria School
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Foreword from the Head, Donald Shaw

Working at Queen Victoria School is a truly unique experience. Staff take great pride in their work here and relish the opportunity of being fully involved in both the academic and pastoral life of our wonderful school. We have a healthy teacher-pupil ratio and classes are typically much smaller than those in the state system. Although we have a long school day (from 08:50 until 16:25), students benefit from studying a wide range of academic subjects, as well as Piping, Drumming, Dancing, Drill and Games; older students also must join our CCF for at least 2 years. We hold to our ceremonial traditions and to our strong links with the military community; those traditions are of high importance and we have regular parades throughout the year, culminating in Grand Day, our final day of the summer term, which is a fantastic spectacle to be involved in.

Academically, students are given every possibility to succeed and we hold true to the ethos of GIRFEC, ensuring we provide appropriate support and challenge for each individual student.

Our boarding houses have a real family feel to them, from our Junior House (Trenchard) to our Senior Houses (Haig, Cunningham and Wavell). Becoming a tutor in one of our Houses gives an added dimension to working life here, allowing staff to develop that in-depth knowledge of each child which is so important in a boarding environment.

Queen Victoria School: School Profile

Founded in 1908, Queen Victoria School in Dunblane is fully-funded for tuition and boarding by the Ministry of Defence to provide stability and continuity of education, within the Scottish system, for the children of UK Armed Forces personnel. Service personnel who are Scottish, or who have served in Scotland, or who have been part of a Scottish regiment are given priority. Fully boarding, co-educational and tri-service (for Army, Navy and RAF children), the School takes around 270 pupils from the ages of 10/11 up to 18.

Vision Statement:

We aim to provide a unique, thriving boarding and educational community in which all pupils and staff work to support and respect one another in realising their full potential.

Statement of purpose:

We exist to provide a caring but stretching learning environment, valued by the military families whom we serve. We embody and promote values of honesty, integrity, compassion and empathy. Queen Victoria School has a long tradition of ceremonial excellence; we take pride in this and all that our School has to offer.

Person Specification: Matron

Reports to	Housemaster Cunningham and Deputy Head Teacher (P&G)
(DHT) (P&G)	
Reference Number	As Advert
Grade	512 Matron
Salary	£18,708 to £19,914 ¹ + £3000 RRA ²
Average Hours	37 ³
Status	Permanent
Location	Queen Victoria School
Closing Date	As Advert
Interview Date	To Be Confirmed

Duties and Responsibilities of Matrons

This post reports to the Housemaster/mistress (HoM) Cunningham Boarding House, with functional responsibility to the Deputy Head Teacher (P&G). This post requires the job holder to have been cleared through the Protecting Vulnerable Groups Scheme prior to taking up post

JOB PURPOSE

The main function of this post is to be a parent figure in the Boarding House and be responsible of the well-being of the pupils by supporting the HoM and their House team and to ensure the smooth running of the domestic arrangements in the House. It follows that it is essential for the post holder to live in and accommodation will be provided. Further information can be found in the Additional Information section.

The post requires someone who likes and understands young people and is able to demonstrate good sense. They should have good inter personal skills with young people, their parents/ guardians and staff by being a good listener, have a flexible outlook, be 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 requirements of this post should be achieved through an understanding of, and sympathy with the pupils, balancing a friendly and often informal dialogue with the need to support the HoM in maintaining discipline.

It is envisaged that every House will have a slightly different approach to the job, depending upon the particular circumstances and strengths and skill of the individual post holders. What follows are the Roles and Responsibilities of the post. The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

KEY AREAS OF RESPONSIBILITY

General:

Above all, there is an expectation of a 'parent figure' who is generous with their time and responsive to

¹ These rates have been agreed and will be implemented shortly.

² In line with all QVS Allowances, the Recruitment and Retention Allowance is under review and there is no guarantee that it will be available in the future.

³ The post holder will be expected to work long hours during term time but this will result in an entitlement to the QVS School Holidays.

the needs of the pupils. The Matron is responsible for domestic administration and routine in the House, including responsibilities for clothing, linen, bedding, laundry, mending, hygiene and health in addition to day to day supervision of the work of the Housekeeper. The matron plays a vital role to help to create a cheerful, caring, well ordered environment where pupils, staff and visitors alike feel welcome.

Supporting Pupils:

To work with the House team to ensure that appropriate care is given to the pupils and that their individual needs are met.

To work with the House team to maintain and enhance a healthy routine of life for each pupil, and to make sure that standards of cleanliness and personal hygiene are taught and carried out.

To deal with disciplinary matters in a firm but caring manner, and to consult the HoM in any serious matter of concern, and to keep him/her well informed.

To liaise with the HoM concerning general health and lifestyle of the pupils, and to keep closely in touch with him/her and the Health and Wellbeing staff in case of individual illness, if required.

To encourage and guide pupils to cope with the daily routines and challenges of boarding school life – promoting good manners, responsible behaviour and punctuality in the pupils.

To maintain a good liaison with pupils e.g. by being present at break and lunch time.

To prepare for birthday celebrations within the House, as required by the HoM.

To assist the team to help develop well rounded ambitious and committed young members of the community.

Domestic responsibilities:

To be responsible for all issued clothing, (except Band and CCF clothing) linen and bedding, particularly of uniform items and footwear. This responsibility will involve attendance at the School Stores for both initial issues and routine clothing exchanges ensuring that all items are marked in accordance with current instructions;

To organise and carry out routine laundry changes.

To ensure the school uniform is in a good state of repair and that minor repairs to clothing are carried out by the Sewing Room staff.

To ensure constant cleanliness and tidiness of the House and, where necessary, liaise and co-ordinate the work of the Housekeeper and contract cleaners.

To check on any damages and breakages that may have occurred and submit requisitions for minor repairs for such matters as light bulbs, plugs, etc to the Facilities Department; major items of damage are to be referred to the HoM.

To ensure that a list of repairs is maintained for reporting faults to the Facilities Department.

To liaise with the housekeeper and contract cleaners to ensure there is regular and effective communications.

Each Matron is supported by a Housekeeper who is responsible for the cleaning of those areas of the House not covered by the Cleaning Contract. Whilst Housekeepers are NOT Assistant Matrons, they are available to provide whatever assistance they can to Matrons, provided this is not to the detriment of their cleaning duties.

Medical:

To liaise with the Health and Wellbeing Centre staff as appropriate, in order to share any health, medical and/or well-being concerns of the pupils and be accordingly responsible to the Health and Wellbeing Centre staff for matters relating to the medical treatment of pupils within the house.

Be available to pupils to discuss medical and other matter in confidence.

Care for any pupil who is ill within the house and liaise with the Health and Wellbeing Centre as necessary.

Respond to medical emergencies as well as routine appointments, accompanying pupils to medical and other appointments when necessary. Matrons may be required to transport or escort children to and from routine medical and dental appointments outside the School. In this respect, it is highly desirable that the successful applicant has a full, clean driving licence.

To provide limited first aid, as required, and to ensure that any children requiring treatment or examination by the Health and Wellbeing Centre, Doctor, Dentist or Optician, report to the Health and Wellbeing Centre staff without delay; appropriate comments are to be made in the House Log Book.

Supporting the HoM:

Directly responsible to the HoM, with whom information should be shared within agreed boundaries of confidentiality.

To actively engage in open and professional communication with the HoM, House team, parents, pupils and employees of the School, including the Health and Wellbeing Centre, the catering staff, and Facilities Management Department.

To assist the House team in ensuring that the House is ready to welcome parents and the pupils when they return after every holiday, checking in particular that the rooms are in suitable condition and that repairs have been carried out in good time, in liaison with the HoM.

To work with the HoM at the end of every session (including half terms) to ensure that the House is safe and secure and left in good order for effective cleaning to take place.

To support the HoM in ensuring the House is not left unattended and that pupils are always adequately supervised at all times outside of the teaching day.

To support the HoM , if required, in ensuring that the presence of pupils is checked.

To help supervise meals and liaising with kitchen staff when necessary.

To support the HoM in ensuring that all fire regulations are rigorously met and in carrying out the regular fire drills required by the Facilities Management Department.

To work with the HoM and House team to ensure the smooth transition of the pupils to and from the House.

To assist the HoM with the planning of house activities and to participate in the programme as required.

Provide administrative support to the HoM, when required.

To assist the HoM in being responsible for the security of the house and pupils whilst on duty.

To attend all relevant staff meetings and INSET days , and any other relevant courses recommended by the HoM.

To be a proactive member of the House team, making positive contributions in all areas concerning the wellbeing of the pupils.

To make recommendations to the HoM for the smooth running of the House.

To participate positively in the preparation and implementation of the House Development Plan.

To participate in the programme of induction of new staff into the House as required by the HoM

To do any other reasonable duties as requested by the HoM, DHT(P&G) and the Head.

The Job Description will be reviewed on an annual basis.

Queen Victoria School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to adhere and comply with MoD, School and House policies and protocols.

Staff must take reasonable care of their own safety and that of their colleagues and any persons who may be affected by their acts or omissions at work. They are required to co-operate with their employer, as necessary, to enable any duty or requirement imposed on their employer by, or under, any of the relevant statutory provisions to be performed or complied with.

Child Protection:

The post-holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Guidelines at all times. If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Child Protection Coordinator (DHT(P&G)).

Person Specification: Matron

ESSENTIAL

DESIRABLE

Qualifications

Registered, or be willing to register, with SSSC and obtain SVQ 3 Social Services (Children and Young People) at SCQF level 7 within the timescales specified by SSSC.

Additional qualifications in Pastoral Care.

A full, clean, driving licence.

Civil Service Behaviours

Leadership

Changing and Improving

Communicating and Influencing

Working Together

Delivery at Pace

Managing a Quality Service

Personal Qualities

Motivated to work with and support children and young people

Emotional resilience in working with challenging behaviours

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Commitment to be fully involved in the life of the House

Person Specification: Matron, cont'd.

ESSENTIAL

DESIRABLE

Relevant Experience

- Experience of cleaning work, health and hygiene, laundry needs
- Experience working in a Boarding House, housekeeping or educational environment
- Good organizational skills and supervisory or management experience

Additional Information: Matron

This is a residential position, with accommodation provided within the Boarding House. It is fundamental to the job that a Matron is available for help or assistance with children or by the HoM or House Duty Tutors at all times of the day or night, e.g. sickness or any other emergency, except when it is his/her day off or half day or when specifically excused by the HoM. Whilst the HoM will make every effort to ensure that the Matron has regular days off and half days it must be understood that, in the event of an emergency or epidemic, these may have to be changed. On those nights when the Matron is on duty, children requiring attention should know to call upon him/her unless the HoM instructs otherwise. On nights when the Matron is off-duty, the HoM will ensure that children know who is on call. The Matron must be prepared to work, at times, out with their designated working hours to help care for the pupils in times of emergencies.

The HoM will arrange days off and half days in consultation with Matron and the DHT (P&G). For this purpose the following definitions are used:

- a. Day-off. A period of 24 hours from getting up time to getting up time the following day;
- b. Half day. From start of afternoon activities normally until 2200 or lights out if that is later or as agreed with the HoM and then on call thereafter.

Matrons will normally be required to remain at the School for a period at the start of school holidays and return in sufficient time to make all necessary preparations for the start of the next term. The dates after which Matrons may take their leave and by which they are to return, will be agreed each term, in advance, by the HoM and with the approval of the DHT (P&G).

Provided they are within the parameters set out in paragraph above, the actual dates that a Matron is absent from the School is a matter of mutual agreement between individual Matron and the HoM.

Accommodation:

The accommodation provided within the House consists of a 1-bedroom studio flat unfurnished. The Matron must be resident in this accommodation during term time, except on their day off. Time away from residential commitments can be organised by mutual agreement between individual Matron and the HoM.

The flat has cooking facilities, however, when on duty it may be necessary to eat in the School Dining Room. Currently duty meals, while supervising the pupils, are provided free of charge however this is subject to periodic review.

The current scale of charges for Accommodation is currently £77.26 per month. This charge is increased annually on 1 April in line with the Annual Review of Service Families Accommodation Charges. Utilities (heat, light and hot water) are currently provided free of charge but this is subject to MoD policy which may change in the future. The Matron is responsible to Stirling Council for payment of Council Tax.

Allowances:

The post attracts a non-pensionable key Boarding House Staff, Recruitment and Retention Allowance of £3,000. It should be noted that all allowances are subject to review and may be amended, replaced or withdrawn at any time.