



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

# Mill Hill School

## Non-Residential part-time Day Matron Candidate Information Pack



# INTRODUCTION

**Mill Hill School seeks to appoint a Day Matron to work as part of the House Team in one of the four Boarding Houses. This is an exciting position within the School and the successful applicant will play an integral part in the welfare of the boarders, domestic management and the ambience of the House.**

**Closing Date: 9.00am on Tuesday 6 June 2023**

*The School also reserve the right to interview candidates ahead of the closing date and applications will be considered as they are received.*

## Contract type

PART TIME – TERM TIME  
PLUS 5 ADDITIONAL DAYS,  
TO BE AGREED WITH LINE  
MANAGER

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## Reporting to

HOUSEMASTER/  
MISTRESS

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## Salary

£14,350 PER ANNUM

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## Hours

MONDAY TO FRIDAY 12PM  
- 5PM (25 HOURS PER  
WEEK). ADDITIONAL  
HOURS MAY BE AVAILABLE

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## Pension

CONTRIBUTORY  
STAKEHOLDER PENSION  
SCHEME

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# THE SCHOOL

## Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 885 pupils aged between 13 and 18, of whom 350 are in the Sixth Form.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in North London.

We are situated in a magnificent 120-acre parkland campus on the edge of the north London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding. We are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.



## PASTORAL CARE TEAM

The Day Matron is an important member of the House team, led by the Housemaster/mistress, which also includes both resident and non-resident Tutors from the teaching staff, Graduate Assistants and a number of domestic staff.

The main function of the Day Matron is to assist the Housemaster/mistress in the smooth day to day running of the House and to ensure that the highest standards of pastoral care are in place. The Day Matron will supervise and provide care for the pupils, with particular responsibilities for the physical, social and emotional wellbeing and presentation of the pupils in the House. The Day Matron should have good personal skills with pupils, parents and guardians by being: a good listener, reliable, warm and friendly in their disposition and possessing sufficient sensitivity, discretion and diplomacy. A sense of humour and an even temper dealing with all situations in a cooperative and affable manner are also fundamental to carrying out this role.



# JOB DESCRIPTION

## Duties

May include but are not limited to:

### Pupil Welfare

- Oversee aspects of the daily routine relating to the working hours of the individual as directed by the Housemaster/mistress
- Support the Housemaster/mistress in ensuring a consistently high standard of dress among the pupils
- Liaise with House Tutors regarding pupil absence and ensure relevant information concerning appointments which involve pupil absence is relayed to the School Office as soon as possible
- Be available to pupils during their break times
- Keep a close watch on the washing habits of the pupils and educate them to develop high personal standards of hygiene
- Make regular inspections of rooms and studies
- Check wardrobes and other storage areas in the bedrooms to ensure that pupils:
  - Keep their personal items in a tidy and hygienic state
  - Get their laundry done regularly through the School Laundry system, or organise dry cleaning if required and make sure all items are named and in a good repair
- Ensure that pupils attend meals and encourage them to adopt a healthy lifestyle
- To assist the Housemaster/mistress in ensuring compliance with the Mill Hill School Foundation Health and Safety Policy

### Pastoral Care

- To be available to Housemaster/mistress for updates, briefings, discussions regarding pupils and to attend House/Matrons' meetings as required
- Liaise with parents regarding the welfare of pupils in conjunction with the Housemaster/mistress, recording the content of calls as appropriate
- Report any concerns about the conduct or behaviour of a pupil to the appropriate person

### Safeguarding & Child Protection

- Be thoroughly familiar with the School's policies on Child Protection, safeguarding and professional guidelines, and to work under the premise of training given in this area
- Liaise with external visitors to the House such as delivery firms, contractors, meter readers and others whose necessary periodic access to the House must nevertheless be supervised for safeguarding reasons
- Be familiar with the fire safety procedures of the House and therefore be able to manage if placed in the position of being the responsible person in the event of an alarm or fire

### Housekeeping

- Supervise the House cleaning staff and liaise regularly with the Head Housekeeper where appropriate to ensure that the House is a clean, tidy and homely environment
- Enforce good timekeeping and check the quality of work to ensure that health and safety guidelines are met
- Ensure the House is prepared for holiday courses, lettings or maintenance requirements
- Ensure the House is fully prepared for the start of term after Holiday lettings
- Inform the Estates Department of repairs and keep daily records, copied to the Housemaster/mistress
- Liaise with and oversee workmen carrying out repairs and check that the repairs are completed satisfactorily
- Complete designated Health and Safety checks and Risk Assessment sheets in conjunction with the Housemaster/mistress
- Assist with termly PAT testing procedures.
- Assist with the updating of noticeboards and displays in boarding houses
- Organise and update snacks list through the Domestic Bursar's Department
- Assist in maintaining the security of the Boarding House
- Under the direction of the Housemaster/mistress, coordinate taxis for pupil travel and keep accurate records of arrangements made

### **Medical**

- Check Medical Database on arrival in House.
- Liaise with the Medical Centre about any pupil who is unwell
- Care for sick pupils in the Boarding House during the working day if they are sent by the Medical Centre to rest in the House
- Take responsibility for the storage and administration of prescription and non-prescription drugs to pupils
- Maintain records of illness, referrals, and appointments, and pass on relevant information to the Housemaster/mistress and medical staff, ensuring the Medical Database is updated
- Accompany pupils to hospital, doctor or dentist as and when required. If appropriate, time off in lieu will be given for hours worked

### **Activities**

- It is expected that the Matron will support and attend House events and social activities when possible. If appropriate, time off in lieu will be given for hours worked at such events
- Show prospective pupils and parents around the Boarding House as required

### **Cover**

- Provide cover for Matrons of other boarding houses during absences, as agreed with the Assistant Head (Boarding)

### **Meetings**

- Attend regular meetings with other Matrons, Nursing Staff, Catering Staff, Domestic Staff and the Assistant Head (Boarding) where required

## **GENERAL INFORMATION**

### **Induction and in service training**

- The School provides a full induction for new support staff and is committed to supporting the ongoing professional development of its staff through in-service training and external professional development courses

### **First Aid**

- Matrons must maintain a recognised First Aid qualification including a refresher course every 3 years as required. The Foundation will fund this training and allow time off to attend the course

### **Use of Private Vehicle**

- Matrons are required to hold a clean full driving licence. A Matron may be required to use their car to transport a pupil/staff member, as and when appropriate, for example: to and from hospital or other medical appointments. The Foundation holds appropriate business use cover for private cars or other vehicles belonging to employees for such use. A Matron may claim the standard Foundation mileage rate for a journey made in conjunction with their official duties

### **Knowledge and Experience**

- Good general education
- Experience of working with young children in a professional setting
- Driving licence (and own car)
- First Aid Certificate
- International experience and multi-cultural understanding will be useful

# PERSON SPECIFICATION

## Personal Qualities and Skills

- A genuine interest in the personal development of young people and their welfare
- Strong communication skills in oral and written English and ability to relate to others
- Flexibility, energy and perseverance
- Ability to work under pressure and to respond and deal with emergency situations
- Excellent organisational, decision-making and time-management skills
- Empathy and patience in dealing with complex situations
- Confidence and willingness to try new approaches and ideas
- A good understanding of the principles of confidentiality and information sharing
- Good IT skills



# HOW TO APPLY

1

If you would like to apply for this role, please complete an application form in full using the Apply button below.

**APPLY**

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9:00am on Tuesday 6 June 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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