



# Appointment of Part-time School Matrons

**St John's College**  
Grove Road South, Southsea, PO5 3QW

An independent, co-educational, day and boarding school for ages 2-18

## **Background Information:**

### **The School**

St John's College, Southsea is a busy independent day and boarding school for boys and girls. We take children into our Nursery from age 2, into our Junior School from age 4, and into our Senior School from age 11. The College also has its own thriving Sixth Form. At present there are currently 500 pupils in the school as a whole, of whom 80 are boarders – the youngest of whom are in Year 5.

Academically, St John's College is a wide ability school, welcoming all children who will be able to benefit from the broad and balanced curriculum on offer. Our aim is to realise the full potential of each child, no matter what that may be. Our results are consistently excellent and we have recently topped the local value-added table for non-selective schools.

Of course, we do not believe that education should be limited to the academic curriculum. We also focus on identifying and nurturing other interests and talents, for instance in Sports, the Performing Arts, Technology and so on. The wide range of activities on offer is designed to enable and encourage children to experiment, to challenge themselves and sometimes even to surprise themselves.

St John's College is an inclusive school. True to the spirit and vision of our Founder, St John Baptist de la Salle, we welcome children from across a broad and diverse social range. We believe that this truly enriches the communal experience of all. Also many of our pupils come from overseas – and of course they bring to our community all the richness of their various cultural backgrounds.

Pastoral care is given very high priority at St John's College. Every child, day or boarding, is a highly valued individual member of a truly supportive community. Through our personal tutorial system, we aim to know our pupils very well and so are able to direct and assist them effectively in all aspects of their learning and personal development. Relationships throughout the school are mutually respectful and sustaining.

Though we are a closely knit community, we are also an outward-looking school, always aware of the need to equip our pupils to meet the challenges, present and future, of life beyond school. We are likewise always sensitive to our place within and duty towards the wider community. St John's College has a long tradition of service to its neighbours – local and further afield. We work hard to instil such a sense of duty in all our young people. We wish them to leave us prepared to be true citizens of the world.

St John's College is a Christian school in the Lasallian tradition. We seek, individually and in community, to live the truths of Christian faith in every aspect of school life. Gospel values are at the heart of everything we do, and we are always seeking to consolidate and develop this ethos. This does not mean, however, that we are narrow or exclusive in our attitudes. We welcome pupils and staff of any Christian denomination, those who adhere to other faiths, and those who have no formal religious affiliation. All are equally valued. All that we expect is that those who join us will share our core values and will actively support and help develop our ethos.

## **Academic Results in 2018**

At A Level the College achieved an overall pass rate of 95% (A\*-E) with 90% of students gaining entry to their preferred choice university.

Of the GCSE cohort of 83, 75% achieved five pass grades including English and Maths. Results were very pleasing with 12% of exam results in the 9/A\* position and 31% in 9-7/A\*A bracket comparable to previous years.

## **Senior School**

Academic standards at the school have been rising steadily and applications have been steady in the last few years. Pupils enter the school either from St John's Junior School or from other local Primary or Preparatory Schools.

Entry for Years 7–9 is by the school's own entrance assessment. The school has four form entry, accepting a wide range of academic ability.

Students accepted for entry at 16+ are required to have at least 5 GCSE passes at grade A to C or 9 to 4.

## **Junior School**

St John's Junior School occupies its own area within the school grounds and benefits from access to the Senior School amenities.

Entry is non-selective. It is not obligatory for pupils to transfer to the Senior School, but the majority of pupils do so.

## **Pastoral Care and Chaplaincy**

Pastoral care in the school is very strong. All staff are involved in tutoring and contribute to the general pastoral care offered to the pupils. There is currently a chaplaincy team co-ordinated by the Head of R.E.

## **Boarding**

Boarding is a central part of St John's College's ethos and foundation. There are six Boarding Houses accommodating boarding pupils from Year 5 to Year 13. Each house has its own House Parent and an Assistant. Day staff are encouraged to get involved in the Boarding Community in evenings and at weekends.

## **Information Communication Technology**

In recent times investment in IT provision has been an ongoing school priority. As a result the school benefits from a range of modern IT facilities including interactive TV's, four well equipped computer suites; all classrooms have their own computers with internet access.

There is a large staff workroom with excellent additional computer facilities.

## **Co-Curricular Activities**

We place a strong emphasis on Co-Curricular activities in both parts of the school. There is an expectation that our teachers support this in a proactive and positive way; non-teaching staff are also encouraged to participate wherever they can.

Our Music and Drama (both with good facilities) have developed well in recent years and the boys and girls choirs sing regularly in Cathedrals across the UK. Our sports provision is splendid

- we have a Sports Hall and forty acres of playing fields at Farlington and a small all-weather surface with lights on the College campus.

We are very competitive in our major games (Netball, Rugby Hockey, Cricket and Athletics).

### **Staffing**

In managing the school's staff, the Head of College is supported by the Heads of the Senior and Junior School and their Senior Management Teams. Heads of Year and Heads of Department also play key management roles. There are 65 academic staff across the whole College.

There are also over 70 Support staff in the school, some of them part-time, who report to the Bursar.

Staff are highly committed to their continuing professional development and attend INSET courses regularly. Academic and Boarding House Parents take part in an annual Staff Professional Review.

### **Professional Associations**

The Head of College is a member of the following:

- Boarding Schools Association (BSA)
- The Society of Heads
- ASCL

The Head of the Junior School is a member of the following:

- Incorporated Association of Preparatory Schools (IAPS)
- Boarding Schools Association (BSA)
- The Society of Heads

The Bursar is a member of the following:

- Independent Schools' Bursar's Association (ISBA)

The Governors are members of the AGBIS.



## **School Matron**

### **Job Profile**

**Title:** School Matron

**Responsible to:** School Nurse

#### **The Post**

The Bursar has overall responsibility for the administration of the College, and for all non-academic staff and departments. The day to day management of the Medical Centre, however, is the responsibility of the School Nurse, and both the Bursar and Head of Boarding will have input to this function.

The role is part-time, term-time only and the primary function is to assist in providing medical care to pupils in the Medical Centre. You will join a team of School Nurse and part-time Matron, however you may be required to take the lead in these duties, in the absence of the School Nurse and your fellow Matron. You will usually work approximately 18 – 20 hours per week, days to be agreed. For the right candidate, these hours may be negotiable.

You will work 36 weeks per year of term-time with an additional 4 weeks of paid holiday (to be taken during school holiday periods).

You may be required to work additional hours, including outside your normal working days, to provide overnight cover in the event that boarding pupils are required to stay in the Medical Centre. A nightly supplement will be paid. Because of the nature of the role, confidentiality is essential.

#### **Main Duties & Responsibilities**

##### **First Aid**

- Assess cases presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Accompany pupils to hospital and wait until parents arrive, as required.
- Maintain an up to date knowledge of First Aid techniques and regulations.
- Assist with the delivery of First Aid training to staff and students.
- Record and maintain records of all accidents and incidents accurately and report accordingly in line with HSE requirements.
- Conduct stock audits of all First Aid boxes and First Aid bags throughout the school and ensure they are replenished.

##### **Medical**

- Accompany boarding pupils to hospital and medical appointments, as required.
- Book GP appointments and assist with arranging staff to accompany pupils as required.
- Collect prescriptions from the pharmacy for boarding students, if required.
- Be responsible for administering prescribed and over-the-counter medication in line with St John's College policy and protocols ensuring that parental consent is obtained and recorded.

- Attend to minor medical needs of pupils, in line with NHS guidance and St John's College protocols. Make necessary arrangements for parents to be contacted as required.
- Assist the NHS School Immunisation Nurses with preparation and organisation of routine immunisation sessions.
- Liaise with the school GP regarding Boarding students medical needs.
- Assist the school GP in fortnightly surgeries.
- Maintain confidentiality of information acquired while undertaking duties for school.
- Overnight medical care for boarding pupils, if required.
- Assist in health screening of all new boarding pupils including height and weight, and immunisation status.

You will need to conduct all interactions with parents/guardians, pupils and colleagues, both on the telephone and face to face, in a professional manner.

### **Pastoral**

- Act in a supportive manner towards all pupils.
- Liaise with the school counsellor and other members of the pastoral team as required.

### **Safeguarding**

- Work in accordance with the school's safeguarding policy and procedures.
- In liaison with the Designated Safeguarding Lead and School Nurse, you may be involved in child protection investigations.

### **Organisation and Management of the Medical Centre**

- Enter medical information on to PASS (school database) and maintain accurate records.
- Maintain stocks and order medical supplies and equipment in order to ensure availability of adequate emergency medical resources within school.
- Responsible for the safe-keeping of prescribed drugs in a locked cupboard/fridge in accordance with medicine management policy.

You will report to the School Nurse, working closely with the other Matron, but you may receive direction from the Bursar or Head of Boarding.

### **Other Duties**

- Carry out any other duties that may arise and are within your scope of practice.
- Be flexible with duties in the event of emergency cover being necessary.
- Be able to work occasional extra hours out of term-time to assist in the preparation for new terms.

**Details of the appointment:**

1. This is a part-time, permanent position to commence on Tuesday 23 April 2019. It would be desirable for the successful candidate to be able to be available for a handover before Friday 29 March 2019.
2. The offer of the post is subject to statutory clearance by the Disclosure and Barring Service as well as a prohibition check.
3. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.
4. Salary to be discussed at interview, depending on experience and qualifications.
5. You will be entitled to join The Peoples' Pension scheme, where there are options to enhance your pension.
6. You will be eligible to join the school's healthcare scheme (currently with BUPA) after one years' service.
7. You are expected to read and understand the College's Safeguarding Policy, seek clarification of any areas of uncertainty and attend Safeguarding training when requested. You must at all times to follow the requirements of the Safeguarding Policy.

Applications should be by letter and application form to the Head of College, Mrs M Maguire, St John's College, Grove Road South, Southsea. PO5 3QW or by email to the Bursar's PA (Mrs H Williams): [recruitment@stjohnscollege.co.uk](mailto:recruitment@stjohnscollege.co.uk). The letter should outline why you seek the position and what you can bring specifically to the College.

**Closing date for Applications – Monday 25 February 2019, 9am**

**Interviews are expected to take place the week commencing Monday 25 February 2019**

If you would like further clarification of this or any other aspect of the College's expectations before applying, please contact the School Office in the first instance.

For further general information on the College, please visit: [www.stjohnscollege.co.uk](http://www.stjohnscollege.co.uk)