

JOB DESCRIPTION

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| Job Title | Matron |
| Department | Bilton Grange Boarding |
| Function | Operational & Administrative Staff |
| Reports to (Job Title) | Head Matron |
| Location | Bilton Grange Preparatory School |

JOB PURPOSE

The main purpose of the role is to assist the Head Matron and Houseparents in the matronal duties associated with the main school and the boarding operation of Bilton Grange and to oversee the pastoral well-being of all pupils.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

- 1 To liaise with the House Parents and School Nurse regarding pastoral well-being of all pupils.
- 1 To administer first aid in emergencies and prescribed medicines when School Nurse is not available. To assist with first aid cover for school matches. First Aid training will be given where required.
- 1 To gather from other areas of the school e.g. kit rooms, changing rooms, boot room, swimming pool all of the children's laundry (not just boarders) in order to sort, launder and return to their kit bags
- 1 Changing Room Duty
- 1 Keeping the changing rooms and passages tidy
- 1 To assist with the domestic functions of boarding:
 - o Packing and unpacking at the beginning and end of terms
 - o Sorting laundry and washing done in school
 - o Assisting children with the changing of bed linen
 - o To carry out the sports kits laundering service
 - o To repair and mend clothes, stitch in name tapes, as required
 - o To keep dormitories tidy
 - o Rising duties – waking children, supervising their morning routine, encouraging good personal hygiene
 - o Accompanying children to meals - encouraging table manners and healthy eating
 - o Cleaning and tidying the sewing room, laundry room and clothes room
 - o Bedtime – to include supervision in the bathrooms, washrooms and dormitories
- 1 To read and be aware of the following:
 - o Fire Drill
 - o Emergency Day procedures
 - o Emergency Night procedures
 - o Child Protection Policy
- 1 To accompany children attending dental, doctor, optician and hospital appointments. If own transport is used, mileage allowance will be payable
- 1 To maintain close contact with the School Shop, as requested by parents, regarding new clothes.

- 1 To report to the Houseparent/Head Matron any breakages or repairs required
- 1 To attend INSET days and other professional courses
- 1 To be aware of, and implement, all Health and Safety issues pertinent to the role
- 1 To have a good understanding of the workings of the school
- 1 To undertake any task that the Headmaster might reasonably require in order to fulfil the job

General:

You will be expected to take an active role within the school community and to assist the Headmaster, Bursar, Assistant Head Boarding and the Head Housekeeper on appropriate occasions. Furthermore, you should demonstrate empathy with the aims, objectives and ethos of Bilton Grange.

Further involvement in school life:

A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities such as sport, music, drama and outdoor pursuits. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme.

Benefits:

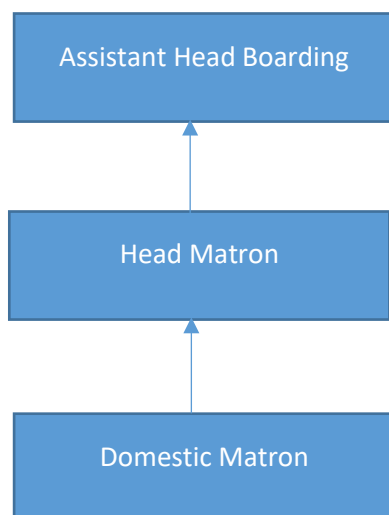
- Free meals whilst on duty
- Free parking (if space is available)
- Fee remission for your own children if required

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

RELATIONSHIPS

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| <p>Internal</p> | <p>All Bilton Grange staff and pupils Assistant Head i/c Boarding Assistant Houseparents Head Matrons & Domestic Matrons Boarding Staff Boarding Pupils Nurses Administrator/Receptionist Counsellors Headmaster Deputy Head Pastoral Teaching Staff/Tutors Catering staff Housekeeping Staff Maintenance Staff</p> |
| <p>External</p> | <p>Parents Guardians/agencies GP Nurse Practitioner Hospital Pharmacist Visiting School staff & pupils</p> |

ORGANISATIONAL CHART



PERSON SPECIFICATION

| | Essential | Desirable | Method of assessment |
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| Qualifications | Have a sound, basic education with an accountable standard of numeracy and literacy. | <p>Have Childcare Training. First Aid – First Aid at Work or Emergency First Aid.</p> <p>BSA Certificate in Boarding Practice – Pupil Welfare and Support, or willingness to undertake it.</p> <p>Full UK driving licence.</p> <p>Access to own car.</p> | <p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p> |
| Experience | Experience of working as part of a team. Previous interactions with children or young adults. | <p>Be working in a similar role, preferably in a school already and or have a very good understanding of the needs of the role.</p> <p>Worked with children (7-13) in an educational situation.</p> | <p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p> |
| Skills | <p>Have the ability to write a clear and concise account of events when required.</p> <p>Good IT skills.</p> <p>Good organisational ability.</p> <p>Flexible approach to work.</p> <p>Resourceful and able to multi-task.</p> <p>Able to communicate well with a range of people.</p> | <p>Previous experience of using a computer in a work setting.</p> <p>Understanding of prioritising and managing tasks.</p> <p>Be competent with a needle and thread.</p> <p>Be able to use a washing machine and iron.</p> | <p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p> |

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| <p>Knowledge</p> | <p>Understand the need of pastoral care for boarding children.</p> <p>An understanding of child development.</p> | <p>Have an understanding of the boarding school system. Understand Child Protection procedures.</p> <p>Knowledge of young children and teenage developmental stages.</p> | <p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p> |
| <p>Personal competencies and qualities</p> | <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p> <p>Ability to remain calm under pressure.</p> <p>Approachable.</p> <p>Enthusiastic and responsive to change.</p> <p>Awareness of the importance of confidentiality.</p> | <p>An appropriate sense of humour.</p> <p>Common sense.</p> <p>Calm and cheerful disposition.</p> | <p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p> |