



JOB DESCRIPTION

BOARDING HOUSE MATRON

King's College School is a leading independent Prep School located near the centre of the beautiful and vibrant city of Cambridge. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 35 boys who board, including our choristers. We offer full boarding, weekly and flexi-boarding. All choristers are required to board. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

Reporting to: The Housemaster

Type of Position: Full Time

Start Date: October 2019

The role of 'Matron' is part of a close knit boarding house team which provides the boarders with security and support in a warm and caring environment. The House cultivates an atmosphere where all the boarders feel comfortable discussing their everyday worries and concerns and where empathy and tolerance for others is modelled and developed. The Matron has a special role in helping the Housemaster create a happy and disciplined environment throughout the House. The success of a Matron's appointment depends on the establishment of a harmonious relationship with the Housemaster, based on mutual trust.

A small one-bedroom flat comes with this position. The flat has been recently refurbished, and includes a modern kitchen. All utility expenses are paid, and excellent food is provided during term time and when the choristers are in residence.

The following is a description of the role, responsibilities and functions of a Matron. It is not an exhaustive list as much depends on the way the boarding house team work together.

JOB SUMMARY

This is a pivotal role, which involves looking after the health and well-being of the boarders. It is, therefore, essential that the Matron is warm and friendly and is available to all boarders without discrimination or favouritism. As Matron, you must have a caring, positive and proactive attitude

towards the boarders so that issues may be spotted before they arise and so that the boarders will happily seek help and support when needed. It is the nature of the role that boarders may confide in the Matron from time to time and you will need to listen and exercise sound professional judgement. This will require a caring attitude in line with the principles of confidentiality and information sharing, so that matters can be dealt with and the welfare and happiness of the boarders is ensured. To this end, the Matron must be available for training courses and professional development as required by the Head and/or Housemaster.

The Matron reports directly to the Housemaster on all matters relating to the welfare of the boarders and the fabric of the House. The Matron ensures the right care is given to the boarders and monitors their well-being at all times. This is done by facilitating and contributing to various routines of the House which seek to promote the confidence of the boarders within a happy atmosphere. These routines encourage high standards of dress, cleanliness and tidiness, and respectful relationships with staff and fellow pupils.

A Matron's role is to participate fully in the life of the House. Consequently, you will attend all meals with the House during term time or when the choristers are in residence. Attending concerts, plays, sporting events and being an integral part of social events in the life of the boarders will form part of your daily life. This involvement helps develop a positive and supportive relationship with the boarders. The Matron may also be required to attend services and concerts and, occasionally, overseas tours with the choristers outside of term time.

The Matron should develop good communication with boarders' parents and should be available to talk to parents regarding any health, well-being and housekeeping issues.

The Matron must uphold the authority of the Housemaster, the School and application of the School's rules and policies, with which you should be well acquainted. The Matron plays a crucial role in ensuring continuous adult supervision of the boarders.

Healthcare, Medication and Dietary Needs

The School Nurse will be responsible for all the medical needs of the boarders. She will direct the administration of medication and maintain all medical records for the boarders. The Nurse and Matron will maintain a daily dialogue on all medical issues regarding the boarders. The Nurse, in consultation with the Matron, will arrange a weekly meeting with the School GP regarding boarders' medical needs in which the Matron may need to be present. During the school day, the Nurse will be the first port of call for all boarders' medical needs, however, in the evenings and on weekends, the Matron will deal directly with any medical issues that arise. It is, therefore, essential that the Matron and Nurse cultivate a close working relationship.

The Matron will liaise with the Nurse and Catering Manager regarding the dietary needs of individual boarders and, along with the Boarding House Administrator, keep the Catering Staff up to date with meal schedules, especially outside term time.

Housekeeping

The Matron supports the Housemaster in ensuring a consistently high standard of dress amongst the boarders by closely supervising the laundry, which is undertaken by the School's Laundry Assistant and ensuring the naming of clothing and the repairing or replacement of worn-out items. The Matron is also responsible for the organisation and maintenance of the choristers' concert dress ('Etons'). This involves the correct sizing of suits and gowns, naming of items, fitting of top hats, laundering collars, managing inventory, and ordering new items when required. The Matron will work closely with the School's cleaners and through daily interaction with the boarders will help instil adherence to a high expectation of cleanliness and tidiness. The Matron will work closely with the Clerk of Works regarding any maintenance requirements in the House and report these to the Housemaster.

Administration

The following are some further administrative responsibilities:

- Have good knowledge of School policies, Safeguarding and Fire Procedures. You must ensure that the House meets and exceeds the National Minimum Standard for Boarding – Health and Well-being of Boarders (Number 3).
- Be familiar with the House and School's emergency evacuation procedures and participate in any drills as required.
- Work with the School Nurse to ensure that correct systems are in place for the recording, dispensing and storage of medication in the evenings and weekends. Boarders' medical records must also be kept up to date.
- Draw up clothing lists for boarders and ensure they are sent out to parents in good time.
- Ensure that House staff, teaching staff and the School office are informed if a boarder is unwell and not in lessons or will be taken to a medical appointment.
- Purchase tuck for the boarders, ensure it is adequately stored and that there are systems in place for monitoring its distribution.
- Set an annual budget with the School Bursar and keep up to date financial records, liaising closely with the Assistant Bursar where costs are to be charged to parents.

Daily Duties

- Use the boarders' daily log to inform House staff of any relevant incidents or observations.
- Help House staff with the morning routine, providing any prescribed medication and vitamins as needed. Ensure that the boarders are adequately dressed in clean uniform.
- Encourage good personal hygiene amongst the boarders.
- Ensure that the boarders eat and drink adequately at meal times and provide guidance regarding table manners, acting as a role model at all times.

- Supervise the general tidiness of the dorms (encouraging the boarders to keep their bed area tidy) as well as the common rooms. Report to the Housemaster any unmade beds or untidy bed areas.
- In coordination with the School Nurse, inform the Choir Office of any medical issues as they arise which may result in a chorister's absence from Choir duties.
- Answer phone calls and emails from parents on routine matters, recording as necessary and informing the Housemaster or Deputy, if appropriate.
- Inform the duty staff of which boarders are in the House so that they can perform their duties adequately.
- Sign in and out all boarders if relevant and keep a record of who is in the House at all times.
- Under the direction of the School Nurse, look after any boys who are unwell, taking them into Sick Bay if necessary and supervising overnight.
- Help House staff to supervise evening showers and baths; close curtains and blinds and turn bedside lights on prior to boarders coming into the dorms so that there is a cosy and friendly atmosphere; help with bed time as needed.
- Help boarders with nail hygiene and check hair regularly for nits, treating when necessary.
- Facilitate calls home using the House phones but allowing for boarders' privacy.
- Help House Staff monitor the dorms after lights out, if required.

Chorister Duties

- There may occasionally be the need to accompany the choristers to services, concerts or tours (UK or abroad) providing supervision and assistance as required. Therefore, the Matron will need to be a licensed Chaperone; the School will help arrange this.
- Draw up packing lists for tours in coordination with the Boarding House Administrator.
- Help to create a happy, family atmosphere at Choir times such as Christmas and Easter.

Safeguarding, Child Protection, Health and Safety

The Matron is responsible for promoting and safeguarding the welfare of the boarders and will be responsible for ensuring strict compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the Matron becomes aware of any actual or potential risks to the safety or welfare of children in the School you must report any concerns to the School's Designated Safeguarding Lead. Any long-term adult visitor or partner resident in the Matron's flat will need to undergo an enhanced check with the Disclosure and Barring Service (DBS).

Benefits

The successful candidate will receive a highly competitive salary according to skills and experience. The following benefits also apply:

- Excellent meals provided
- Generous holiday entitlement
- School pension scheme
- Staff health scheme
- Childcare Voucher Scheme
- Cycle to Work Scheme
- University discount card
- Use of bookable School sports facilities

Terms and conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Your appointment will be subject to the receipt of an enhanced DBS check. You must provide proof of qualifications in accordance with the requirements of the Children Act. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the application form, together with a handwritten letter of application, by 5pm, Tuesday 22nd October 2019 to Mrs Yvette Day, Head & Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: office@kcs.cambs.sch.uk. Interviews will be held in the weeks following and by appointment.

October 2019

**PERSON SPECIFICATION
MATRON**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education & Qualifications <ul style="list-style-type: none"> • A good education • Driving license (preferably own car) • First Aid Certificate (can be arranged) • Level 2 Safeguarding Child Protection qualifications 	✓ ✓ ✓ ✓	
Experience <ul style="list-style-type: none"> • Boarding school matron • Nursing • Residential care • Experience in a residential or medical environment • Working as part of a team • Working unsupervised or on own initiative • Working with children out of their home environment 	✓ ✓ ✓	✓ ✓ ✓ ✓
Skills <ul style="list-style-type: none"> • Good verbal and written communication skills • Ability to work well in a team • Ability to work quickly and calmly under pressure • Ability to prioritise and manage own work • Proficient IT skills 	✓ ✓ ✓ ✓ ✓	
Personal Qualities <ul style="list-style-type: none"> • Ability to motivate and work with pupils • Ability to develop a culture of mutual respect with pupils • Emotional resilience • A caring disposition and empathy with and understanding of young people • High level of discretion • Patient, unflappable and adaptable • Good sense of humour 	✓ ✓ ✓ ✓ ✓ ✓ ✓	