



Job Description for role of

# Matron

Senior School Boarding

*Bold & Loyal*  
1882...

# Role description: Matron (Senior Boarding)

## Reporting to: Domestic Bursar

### **Purpose:**

To play a key role in the pastoral care provision of our pupils within one of our Senior School Boarding Houses; developing a positive culture and inclusive community working alongside our dedicated team of residential staff. Including (but not limited to) organising living spaces, overseeing welfare, monitoring health and hygiene, supervision, communicating with parents and being prepared for emergencies.

### **Main responsibilities:**

#### **Pupils' Health Care and Welfare**

- Attend to pupils' minor ailments at any time necessary; prepare drinks and light snacks, liaise with Housemaster and Mistress about pupils' health and, if necessary, assist in their admission to the School Health Centre. Ensure safe storage of medicines within the House, maintaining records of any medical issues/medication administered.
- Supervise and assist the boarders during their bedtime and wake up routine (depending on work hours).
- Be a familiar face and name to all Boarding Parents and communicate with them as and when necessary or guided by the Head of Boarding.
- Be available and ready to listen to any concerns from pupils and take any appropriate action as per the College's procedures.
- Work to uphold (with the Housemaster/mistress and other staff) standards of dress (both in and out of uniform), good manners and behaviour amongst pupils by personal example.
- Accompany any pupil visiting the hospital, GP surgery, dentist and other necessary visits as required.
- Use school management systems to record pupil incidents.
- Laundering of uniform when needed, games kit and casual clothes and helping the Boarders with organisation of their clothing spaces such as wardrobes and drawers.

#### **Security and Safe Practice**

- Primary responsibility not only for the security of individuals and property in the House and for the organisation of sound practice to reduce risk, damage and loss with particular regard to:
  - Control of access to the House by visitors, both authorised and unauthorised.
  - Early identification and reporting of all damage, defects and repairs needed throughout the House to the Housemistress. In case of emergency fire safety, and in the absence of the Housemistress reporting to the Risk Manager or Estates Bursar.
  - To be alert for any improper or illegal activities ranging from anti-social activities, bullying, substance abuse, unsafe practices involving electrical equipment, and disregard of social rules and carry out the appropriate actions as and when required.

## **Additional Tasks**

### **Parents**

- May be required to show prospective parents, pupils and other visitors around the House, to meet new pupils on preliminary visits and to meet new pupils at beginning of each year.
- Assist the Housemaster and Housemistress with entertaining parents on special occasions such as the start of term, Speech Day etc.

### **House**

- Work up to 5 days before and after each term to open up and close down the House. This may involve things such as making beds, putting up photographs to welcome pupils back, clearing out the fridge, At the end of term, to supervise the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance and to advise the Domestic Bursar about the replacement or renewal of bedding, fixtures and furnishings.
- Check wardrobes and other storage areas in the dormitories to ensure that pupils keep their personal items in a tidy and hygienic manner.
- Preparation of Houses for holiday lets and organisation or cleaning up after "lets" in liaison with Domestic Bursar (if relevant).
- Ensure kitchens, dorms, bathrooms and recreational areas are correctly used and report if any Health and Safety concerns. Report repairs required in the house maintenance log.
- Responsible for ensuring Domestic Bursar is aware of all stock requirements as directed.
- Playing a role in making sure that the house has a homely and welcoming feel to it.
- To undertake the running of the house tuck shop, including replenishing stock.

### **As a member of the Wycliffe Community**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Promote actively the College's corporate policies and values.
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate.





# Person Specification

The person specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate the following:

	Essential	Desirable
<b>Qualifications</b>	Driving licence	Current first aid qualification  A childcare qualification
<b>Experience</b>		Previous experience of working with children
<b>Knowledge, skills and abilities</b>	<p>High levels of empathy with the ability to provide emotional support and pastoral care to boarding students and adapt and tailor approaches to individual pupils.</p> <p>Ability to work calmly and patiently whilst under pressure, prioritise and make good decisions.</p> <p>Good observation and organisational skills.</p> <p>Excellent written and verbal communication skills with an ability to work on a range of sensitive issues.</p> <p>Maintain confidentiality where necessary.</p> <p>Ability to work as part of a team.</p> <p>Proactive and ability to act on own initiative.</p> <p>Good working knowledge of MS Office applications.</p> <p>Able to act with professionalism and discretion.</p> <p>A positive attitude and a commitment to supporting the educational and pastoral goals of the school.</p>	<p>Demonstrate an understanding of the needs of children aged 14-18</p> <p>Understanding of safeguarding and child protection issues.</p>

# Terms of Appointment

This is a permanent position, offered on a part-time, part-year basis during our published term dates for senior boarders. Working hours are Thursday Friday and Saturday from 8am to 5.30pm.

Salary £14,407 per annum (calculated at 0.57 FTE)

Other benefits available include:

- contributory pension scheme
- reduction in school fees - pro-rata for part time staff - (40% for Nursery Class to Year 5, 60% for Year 6 to Year 13)
- cycle to work scheme
- free meals during school term-time
- free use of gym, sports facilities, and swimming pool
- training and development opportunities
- free on-site parking
- subsidised coffee-shop

## How to apply

Online via Eteach, TES or please contact [HR@wycliffe.co.uk](mailto:HR@wycliffe.co.uk)

## Safer Recruitment Statement

Wycliffe is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check is required before any appointment is confirmed. We are an equal opportunities employer. In accordance with our policies, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.