



### **Job Description**

- 1. Job Title:** Day House Matron – Non-Residential
- 2. Responsible to:** Housemaster / Housemistress (Hsm)
- 3. Job Summary:** To support the health and wellbeing of pupils as part of the pastoral team and in liaison with all College staff, pupils, and parents

#### **4. Duties and Responsibilities:**

- Assist with pupils in house from lunch time until the end of their lessons/activities
- To work across all day houses liaising with each hsm at the start of their day.
- Oversee attendance records and chase any absentees
- Liaise with medical centre for any medication, appointment follow ups. Liaise with parents if pupil needs to go home unwell
- Follow up concerns with parents re uniform or illness or absence
- Be on hand for pupils to chat and play a role with their well being
- Assist with reinforcing pupil and house standards including uniform, behaviour, visitor procedures, health and safety, and National Minimum Standards
- Ensure all house noticeboards display updated information for inspection and any additional information on wellbeing awareness issues.
- Assist with the start of term and end of term preparations
- Liaise closely with domestic staff
- Order and check provisions for the week
- Report any damage or work requests, liaising with Maintenance Department
- Undertake appropriate and relevant training eg first aid, fire, health and safety, safeguarding
- Attend whole staff training as appropriate

#### **Safeguarding duties**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the

- School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies
- Perform other such duties within the scope of this position, as may be determined by the hsm from time to time.

#### 5. Key skills:

- Multi tasker and willingness to adapt to different situations
- Listener
- Experience of working with teenagers
- ICT
- Organised
- Good sense of humour.

#### 6. Terms and conditions:

**Salary:** £14,829 per annum (based on £16.80 per hour)

**Hours of Work:** 1.00pm to 5.30pm, Monday to Friday, term time only (22.5 hours per week).

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** You will be entitled to five weeks annual leave, plus Bank Holidays to be taken during the College holidays. Pay for this is included in your salary.

#### **Other benefits include:**

- Life Assurance
- Employee Assistance Program
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location.

#### 7. Application process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information and/or if you would like to arrange an informal conversation about the role, please contact Human Resources Department on [hr@eatbourne-college.co.uk](mailto:hr@eatbourne-college.co.uk) or tel: 01323 452288.

Closing date for applications is **Friday 8 December 2023**

## **8. Safeguarding Statement:**

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

November 2023