



<b>JOB DESCRIPTION</b>			
<b>Department</b>	Pastoral Care	<b>Date</b>	February 2023
<b>Responsible to</b>	Assistant Head (Pastoral)	<b>Responsible for</b>	Leading and supporting the Matron body
<b>JOB PURPOSE</b> <ul style="list-style-type: none"><li>• To lead the Matron's department both guiding and supporting staff where appropriate.</li><li>• To liaise regularly and meet fortnightly with the Assistant Head (Pastoral) and Senior Matron.</li><li>• To liaise regularly and meet weekly with the Senior Matron.</li><li>• To provide support and cover in the boarding house when a Matron is unable to attend work (up to three days per week).</li><li>• To drive pupils to hospital in the evenings, Monday to Friday, no more than three times per week.</li><li>• To support the Head Teacher and Senior Leadership Team in implementing all aspects of statutory guidance for education and school policy.</li><li>• To support the ethos, mission and charitable objectives of the School.</li></ul>			
<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Ensure that Matrons are performing their duties effectively in their respective boarding houses by conducting full half termly checks</li><li>• Meet with the Matrons twice a term collectively to discuss topical issues and pass on important information of relevance to the Matrons</li><li>• Liaise closely with the Assistant Head (Pastoral) to ensure that the Matrons are working effectively within the school's pastoral programme</li><li>• Manage the Matron appraisal system and report on this to the Assistant Head (Pastoral)</li><li>• Involve House Parents more fully in the management and appraisal process of the Matrons</li><li>• Deal with work-place problems or disciplinary issues involving the Matrons and work closely with the Assistant Head (Pastoral) on more serious issues</li><li>• Participate in the recruitment and interview process of prospective Matrons and Matrons' Assistants</li><li>• Demonstrate a commitment to improving and developing the organisation's processes and facilities</li><li>• Arrange cover for Matrons &amp; Matrons' Assistants when there is illness or absence for any other reason.</li><li>• Record all absence correctly in a timely manner on the school's HR system (training provided)</li><li>• Conduct regular welfare check-ins with staff who are off work on ill health grounds</li><li>• Prepare the Matrons' annual duty rotas</li><li>• Be responsible for the training and induction of new Matrons and Matrons' Assistants</li><li>• Prepare the Matrons' annual budget and be responsible for expenditures</li><li>• Assist in ensuring that Matrons' qualifications and training are kept up to date and make recommendations about useful training and courses for both the Matrons as a whole and for individuals</li><li>• Attend training courses and conferences to assist with carrying out their duties</li><li>• Make suggestions on how to continually improve the department in its procedures</li><li>• Oversee the drawing up and writing of policies for Matrons and Matrons' Assistants, including the Matron's handbook</li></ul>			

- Maintain regular communication with the Senior Nursing Officer and liaise on any issues or problems which might arise concerning Matrons in general
- Maintain regular communication with the Wardrobe Manager and liaise on any issues or problems which might arise concerning Matrons in general
- Adapt to the changing needs of the department and changes necessitated by school and government policy, especially in the area of safeguarding children
- Carry out such duties that may be reasonably required by your line manager

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## PERSON SPECIFICATION

### Experience

*(Types of experience needed)*

- Experience of working in a boarding school environment (Desirable)
- Experience of managing and/or leading a team (Desirable)

### Qualifications

*(Minimum qualifications needed, relevant experience may be a substitute)*

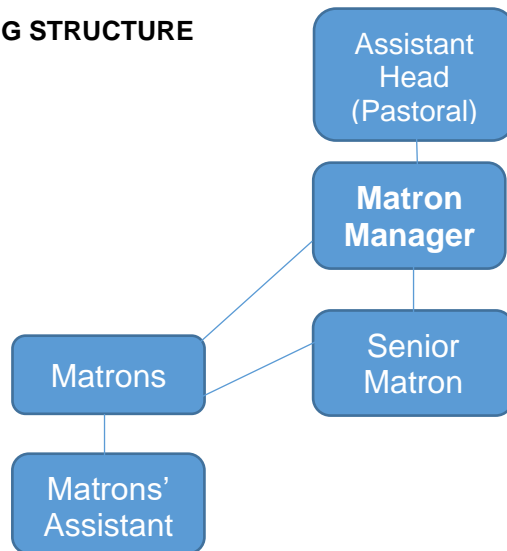
- Good standard of spoken English (Essential)
- Educated to GCSE or equivalent (Essential)

### Skills & Abilities

*(Written/oral communication, dealing with public, team working skills, etc.)*

- Ability to work collaboratively with a large department (Essential)
- Good level of physical fitness given the demands of the Boarding House environment including frequent use of stairs (Essential)
- Good written and verbal communication skills (Essential)
- A professional, caring and re-assuring presence. (Essential)
- Able to manage conflict and de-escalate situations (Essential)
- Excellent IT skills and familiar with Word, Excel, Outlook (Essential)
- Experience of using School Management Information Systems (eg PASS, iSAMS) (Desirable)
- Resilient under pressure and able to deal with difficult situations (Essential)
- High attention to detail and good time management (Essential)
- Able to understand the concepts of safeguarding children in education and a commitment to uphold the requirements of KCSIE (Essential)

## REPORTING STRUCTURE



## ADDITIONAL WORK ELEMENTS

- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared.