



SHERBORNE

Sherborne School is an independent boarding school for boys aged 13 to 18. There are currently approximately 600 boys in the School and these are predominantly boarding.

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Job Title: ASSISTANT MATRON

Location: Sherborne School

Reporting to: Matron

Hours of Work: 18.25 hours per week

Wednesday	2.00 pm to 6.45 pm
Thursday	2.00 pm to 7.00 pm and 8.45 pm to 10.15 pm
Friday	2.00 pm to 6.00 pm
Saturday	1.00 pm to 4.00 pm (every other Saturday)

No allocated breaks during the working time. Flexibility will be required on occasion to meet the demands of the post. There may be the occasional requirement to work outside your normal working hours, e.g., weekends, functions, Commem.

Salary: £11.20 per hour for hours worked Monday to Friday. Hours worked on a Saturday are paid at time and a half. Actual salary for role will be £8,373.12 per annum, which includes payment for 15.25 hours x 36.4 working weeks, 3 hours x 23.8 working weeks, plus 5.6 weeks holiday.

Salaries will be paid monthly in arrears direct into your nominated bank account.

Holidays: Will be able to take all Sherborne School annual holidays, except for one week before the start of the academic year and two days at the beginning of each term and two days at the end of each term. Holiday cannot be taken during School term time. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given.

DBS Disclosure

(Police Check)/References: As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Post-holder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become 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 (Child Protection Officer).

Summary of Main Duties The primary role of the Assistant Matron is to support the happiness, welfare, and well-being of the boys in the House. S/he will report directly to the Matron and/or Housemaster and will be a key point of contact for parents and other colleagues. The Assistant Matron, working on a part time basis, assists Matron in her role as well as covering the Matron's day off. A Cleaning Team Supervisor, who will liaise closely with Matron and Assistant Matron, has overall responsibility for the House domestic team.

Main Job Objective

'Responsible Person' in the House in Matron's absence and, in overall terms, assisting the House team with the care and support of pupils in the House in the following ways:

1. Pastoral

- a. Being part of the daily routine of the House by assisting with both waking boys in the morning and settling them in the evening, where appropriate.
- b. Communicate appropriately with parents, as and when necessary.
- c. Be accessible and take an interest in all aspects of the lives of the boys, but not to be intrusive or force their confidences.
- d. Be available for discussion with boys and emphasise that they can speak privately to you or a Doctor, or other person, by arrangement if they wish.
- e. Report any withdrawn or unusual behaviour to the Housemaster and Matron.
- f. Watch for and act upon homesickness and loneliness, especially with new boys.
- g. Regularly meet with the Housemaster to discuss the welfare of the boys.

- h. Involvement with social events within the House in support of the Housemaster and as per their instruction – including, at times, liaison with caterers, provision of supplies (chairs, cutlery, etc), arranging waitress cover and clearing away. Such social events within the House include, for example, Parents' Evenings or House Suppers.
- i. Managing the House in the absence of the Housemaster as required – for example, taking telephone calls, receiving parents, acting as the 'adult presence' in the House, acting as a fire marshal, reporting arising issues to the Housemaster.

2. Medical

(Medical experience/qualifications not required as the School is covered by a 24-hr fully staffed Health Centre. Basic first aid training is required, but this can be provided by the School.)

- a. To have set Surgery hours daily, and ensure boys know you will be in the Surgery at those times to deal with ailments.
- b. Appropriate communication with the Health Centre staff regarding the ongoing medical treatment of the boys, after Doctor's surgery, where necessary.
- c. Ensure maintenance of appropriate health records as required. To ensure the following of medical procedures as required by the Health centre. To record medications on the school's information management system (training will be given, if required).
- d. Administer medicines and maintain medical cupboard.
- e. To arrange and to escort boys to hospital and dental appointments as necessary.
- f. To collect prescriptions, if appropriate.
- g. To supervise and care for boys ill in the House and give daily progress reports to Housemaster.
- h. Do checks for Nits and Head Lice as appropriate.
- i. To be familiar with and adhere to the School Doctors' instructions regarding medical services.

3. Domestic

(to assist Matron and with close liaison with the Cleaning Team Supervisor)

- a. To sort and administer the Laundry, adhering to policy from Central Services in the selection, operation, and administration of the House laundry service.
- b. Put out clean sheets and towels once a week and work to ensure boys change them.
- c. To do House sewing and mending as required.
- d. Sort, pair and wash dirty socks and pants regularly in House and put out for mending as necessary.

- e. Check changing room and drying room for obvious dirty clothes and wash any games kit or other urgently needed items that cannot be dealt with by laundry.
- f. To assist with beginning and end of term arrangements, as required (e.g., sorting trunks, sorting, allocation and counting of linen).
- g. To assist with end of term lists where appropriate.
- h. To deal with the trunks and dry cleaning for boys living abroad.
- i. To administer the second-hand clothes cupboard.
- j. To request chits from the Housemaster for those boys needing new clothes.
- k. To check dormitories and study bedrooms each morning, and report to the Housemaster on any undue untidiness.
- l. To endeavour to see that boys have a reasonably tidy appearance. Report messy appearance, untidy, long hair or shoe repairs needed to Matron and Housemaster.

4. General

- a. Ensure all boys' lockers, games drawers etc are clean and named.
- b. Produce accounts for boys' medicines, dry cleaning and personal transport and trunk charges for the Bursary.
- c. Attend meetings and training as required.
- d. Maintain reliable and supportive presence in the House at all times.
- e. Be a point of contact for parents.
- f. Liaise with the Cleaning Team Supervisor with regards to any cleaning or repairs required within the House.

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the Matron.

Requirements

- Ideally, applicants should have previous similar experience, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.
- A full, clean driving licence is desirable.
- A basic ability to use ICT (e.g., following appropriate e-mail protocol, and using the school's information management system) is essential. Training will be given if required.
- The ability to use tact and discretion.
- An awareness of obligations regarding health & safety is beneficial.
- Applicants will need to be presentable and flexible, with good interpersonal skills.
- A sense of humour/enthusiasm and an interest in young people is essential.

- The ability to trouble-shoot calmly and effectively would also be advantageous.
- Applicants should also have familiarity with using a domestic sewing machine.
- Report for work each day punctually and reliably, with the flexibility to meet the needs of the business when required.
- Comply with School Policies and Procedures (to include the appropriate use of cleaning chemicals, incident and damage reporting, Equal Opportunities etc.).
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Attend training sessions at the direction of either the Pastoral Team or Central Services.

Training Requirement for Assistant Matron - this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Before employment commences	As required
Induction Training with Line Manager	Within the 1 st week of employment	
Emergency First Aid Training	Within the 1 st week of employment	As required
Fire Marshal Training	Within the 1 st week of employment	As required
Annual Fire Refresher	Within the 1 st week of employment	As required
CoSHH	Within the 1 st week of employment	As required
Manual Handling	Within the 1 st week of employment	As required
Working at height	Within the 1 st week of employment	As required
Food Handling – if required	Within the 1 st week of employment	As required
Display Screen Equipment (DSE) User & GDPR	Within the 1 st week of employment	As required

TERMS AND CONDITIONS

Probationary Period:

In accordance with School policy, appointments are subject to a six-month probationary period.

Medical Fitness:

Any offer of appointment at Sherborne School is conditional upon the provision of a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

Non-Smoking Policy

It is the policy of Sherborne School (encompassing Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external; this includes company vehicles. This policy applies to all employees, contractors, and visitors

Pension:

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

Sports Centre Membership:

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym, and classes) is available for all employees, subject to the facilities being open.

METHOD OF APPLICATION

Please complete the Sherborne School Group Application Form, **specifying which role you are applying for** and return it to hr@sherborne.org by the closing date.

In the event of any queries please contact: ***Miss Emily Old - Recruitment Manager***
Sherborne School, Abbey Road
Sherborne, Dorset, DT9 3LF
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9:30am on Monday 19 February 2024

Interviews likely to be held: Tuesday 27 February 2024

Anticipated start date: ASAP