



MALVERN ST JAMES

Girls' School

MATRON

Permanent

Full Time

Salary dependent on experience





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development

- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



Job Title: Matron

Reporting To: Housemistress
Director of Boarding

MAIN PURPOSE OF THE ROLE

To work under the direction of the Housemistress to ensure that the House functions in accordance with the Boarding policies and procedures laid down by the School and within the line management structure:

Headmistress

Director of Pastoral Care

Director of Boarding

Deputy Director of Boarding

Housemistress

Deputy Housemistress/ Matron/ Boarding Tutor

Resident Graduates

KEY RESPONSIBILITIES

- To deputise for the Housemistress when she is off duty.
- The Matron is expected to have a full understanding of Safeguarding (including Child Protection) Procedures within the School, and the National Boarding Standards.
- The Matron is essential in helping the Housemistress create a friendly and happy atmosphere, in overseeing the health, safety and pastoral care of the girls in the House, including completing daily logs.
- To be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds, and to be aware of the changing needs of all girls as they develop.
- To promote an environment in the House where all pupils feel valued, supported and listened to.
- To assist with the writing of reports. To liaise with parents and staff as appropriate and keep the Housemistress fully informed.
- To attend staff meetings initiated by the Headmistress, Director of Pastoral care, Head of Boarding and Year Co-ordinators responsible for relevant year groups, Housemistress and assist in the organisation of House meetings for girls.
- To ensure that, when going off duty, all relevant information is communicated to the Housemistress.
- During the academic year, there are a number of House and School events, which the Matron will be expected to attend.
- To liaise with other Deputy Housemistresses and co-ordinate a programme of weekday and weekend activities.

- To participate in the School's Professional Development Review.
- To assist the Housemistress in the organisation of travel arrangements.
- To be aware of all appropriate emergency procedures and to be trained in First Aid.
- To work with the House team to maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are taught and carried out.
- To be responsible for the girls' personal laundry, the checking in and out of linen and ensuring girls' clothing is in good repair.
- To liaise with other staff working in the House as appropriate.
- To be on duty as laid down in the Schools' House rota scheme.
- To escort girls outside the School premises and on medical appointments when required.
- To show prospective parents around the House when requested and assist with the entertaining of visitors on public occasions.
- To welcome day pupils into the House, and to integrate them as far as possible in all aspects of boarding life.
- To undertake such other duties as may reasonably be required, by the Headmistress.
- To take on a duty within the wider School community relevant to experience and skills which meets the needs of the School.
- To be available in the House three working days before and one day after each term.

All School staff are expected to:

- a. support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata rota basis;
- b. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- c. contribute to the School's programme of extra-curricular activities;
- d. support and contribute to the School's responsibility for safeguarding students;
- e. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- f. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- g. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- h. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- i. engage actively in the performance review process;
- j. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- k. undertake other reasonable duties related to the job purpose required from time to time;
- l. adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Essential

- Experience of working with children
- IT administrative skills
- The ability to work as part of a team
- Enthusiasm, commitment and a positive upbeat attitude
- Hands on approach
- Good communicator and listener

- Capable of making decisions
- Showing initiative and efficiency
- Flexible and adaptable
- Good attendance record

Desirable

- First Aid qualification
- Experience working in a boarding environment
- Professional Practice Certificate within the Boarding Standards
- Clean driving record

TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to Mrs Alison Barber, HR Manager, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk **by 20 March 2019.**

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.



Benefits of working at Malvern St James Girls' School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Death in Service Cover.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Other benefits include:

- **Fee remission**
- **Lunch provided**
- **Onsite Pavilion Café**
- **Assess to Massage**
- **Access to Reflexology**
- **Access to Malvern Theatre Stand-by Club - Discounted tickets**

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham. Parking is free in and around the School area.

