

## Job Description for Resident Matron

The Resident Matron at Hanford holds an important position of trust and influence. The role incorporates a significant contribution to the pastoral and academic welfare of the pupils. You will have the capacity to support and understand young people in all aspects of their development, especially their emotional, academic and pastoral needs. You will possess strong inter-personal skills, a can-do attitude, a good sense of humour and will be expected to be an excellent role model for the pupils. You will expect and embody high standards of behaviour, courtesy and care.

You will be required to carry out weekends and evenings as required and have significant overnight responsibility. Accommodation will be provided. When on duty the Resident Matron will be expected to sleep in the Main house.

Applications from candidates from a teaching or non-teaching background are welcome.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.**

**Hanford School is part of the Sherborne Schools Group**

<b>Reporting to:</b>	Head of Boarding
<b>Summary of the Role:</b>	You will have significant shared responsibility for pupils' academic, pastoral and spiritual development and welfare, and for all aspects of the functioning and orderly running of the House. The Matron will play an important role in supporting the academic aims and ethos of the school and you should be able to command respect through your position, as part of the school's holistic approach to education. You will create an environment that is safe, secure, happy, purposeful, ambitious, always in line with the overt and implicit values of the school. You will work as part of the matron team with the school nurse and will be line managed by the Head of Boarding and overseen on a day-to-day basis by the Senior Matron.
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To comply with the Boarding National Minimum Standards and make the familiarisation of these a priority, such as registering students regularly as directed and more often, if necessary, to ensure that every student's whereabouts is known at any time.</li> <li>• To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known, so that individual opportunities, talents and potential are developed and maximised.</li> <li>• To provide supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the school's charge (including mealtimes, Prep time, weekends and on expeditions and outings).</li> </ul>

- To liaise with the school Nurse to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle.
- To monitor and support the mental health needs of boarders.
- To ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the House, with respect.
- To develop, in the students, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- To ensure that students are appropriately occupied, especially at weekends.
- To be aware of the academic strengths and weaknesses of students; to liaise with the boarding staff to ensure that relevant background circumstances of students are known and discussed.
- To counsel students at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the school's policy on Safeguarding.
- To take part in appropriate emergency staff cover arrangements for other staff if needed, with a flexible approach. To escort students, as required, to emergency appointments.
- To attend Boarding Staff meetings and any other meetings relevant to the role as required.
- To support the school's Behaviour and Discipline Policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the House and School, to inform the Head of any cases of bullying, substance misuse or sexual misconduct.
- At the end of term, to help with the clearing up and cleaning of the House. At the end of the holidays (especially if the House has been used for holiday lettings), to supervise the preparation of bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs have been carried out, and that bedrooms are clean and presentable.
- At the end of term and the start of the holidays, to help with the clearing up and cleaning of the House.
- To get involved with the life of the school and to be willing to support and champion boarders such as in their matches, or evening events or performances.
- To be a team player. This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of

	<p>responsibility may be either permanently or temporarily assigned as part of the job. Therefore, it is expected that the Matron will perform any other key tasks which the Head, other member of the Leadership Team may reasonably assign.</p> <ul style="list-style-type: none"> <li>• To adopt professional dress codes whilst on duty and a professional manner at all times.</li> </ul>
<b>Additional duties:</b>	Duties listed are not exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head or SLT.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Boarding school experience</li> <li>• Degree or equivalent</li> <li>• BSA qualification or willingness to undertake</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• IT literate</li> <li>• Ability to be well organised, proactive and calm under pressure</li> <li>• Resourceful and resilient</li> </ul>	<ul style="list-style-type: none"> <li>• High standards of written and oral communication</li> <li>• Show strong organisational and administrative skills (including ICT) with an ability to work a budget</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Committed to the values and ethos of the school</li> <li>• Committed to own continued professional development</li> <li>• Be self-confident and enthusiastic, be adaptable and show resilience, energy and perseverance</li> <li>• Effective team member</li> <li>• Ambitious to secure the highest standards</li> </ul>	<ul style="list-style-type: none"> <li>• A sense of joy and fun</li> <li>• Willingness to contribute to the development of the boarding department</li> <li>• Willingness to participate in the wider life of the school</li> </ul>

### **Additional Information**

**Start Date:** As soon as possible

**Salary:** £21,000 (plus accommodation, including bills, and meals during term time)

### **Contract:**

Full Time Permanent, predominantly term time. Work may be required on some of the bank holidays if they fall within term time and will be required in some of the school holidays to ensure the House is ready for pupils.

### **Pre-employment checks and Probation:**

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Hanford School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check will help the

us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

**Benefits:**

- Accommodation provided, to include all bills and meals during term time.
- Membership of an appropriate pension scheme
- Possibility of fee remission
- Reduced membership to the Oxley Sports Centre in Sherborne
- Free onsite parking