

House Matron

Department:	Matrons
Responsible to:	Head of Boarding / Housemistress/Housemaster
Hours:	Full Time There is a matron on duty from 7.30am until 10.00pm every weekday (with a handover in between) and on Saturday mornings from 7.30am until 11.15am. Early shift from 7.30am – 3.00pm on Monday-Fridays Late shift from 3.00pm until 10.00pm Saturday 7.30am to 11.15am A Car owner is required and you must be willing to work flexible shifts during the day, evenings & Saturday mornings (non-residential post).
Benefits:	Meals provided during term time Pension Use of exceptional sports and fitness facilities School fee remission (subject to eligibility and School policy)

The following responsibilities shall be deemed to be included in the duties that you may be required to perform:

A matron at Cranleigh is responsible to the Housemaster/Housemistress for:

- The welfare of the pupils in the House.
- The health and mental care of the pupils in the House.
- The cleanliness, tidiness and state of order of the House.

A matron is expected to fulfil five broad roles:

1. Pastoral Care
2. Medical
3. Housekeeping
4. Liaison with departments that support the running of the house
5. Admin Support for the house

Key Responsibilities

A Pastoral Presence in the House

- Take an interest in the pupils by:
 - Listening to their concerns and advising them as seems appropriate.

- Being available in the Matron's room at appropriate times in the day.
- Ensure the physical well-being of the pupils by:
 - Monitoring their overall appearance and the tidiness of their rooms, advising the Housemaster/mistress if/when punitive action is necessary.
 - Taking an active interest in their health.
- Ensuring the moral well-being of the pupils (a sensitive objective, hard to qualify but of fundamental importance) by:
 - Encouraging them to develop honesty and trustworthiness in their approach.
 - Encouraging them to foster a sense of fairness and responsibility.
 - Encouraging them to be well mannered and courteous.
- Take note of the coming and going of pupils (and of any visitors) during periods of duty in the House.
- Observe the School Health & Safety Policy in all dealings involving school property, equipment or pupils (copies of the Whole School Policy document are kept in the Common Room for reference and are also available on the intranet).
- Advising and consulting with the Housemaster/mistress on points of a confidential welfare nature.

Pupils' Health Care

- Administer medication to the students as required
- Qualified to administer First Aid (training provided as necessary).
- Available for consultation in order to advise a pupil whether s/he needs to visit the Medical Centre as a result of feeling unwell.
- Offer primary health advice (as directed by the Medical Centre Sister) to any pupil considered sufficiently unwell to warrant a visit to the Medical Centre.
- Be available to take pupils for medical/appointments as may be required.
- Attend periodic meetings with the Medical Centre Sister (who has responsibility for the agenda and for chairing these meetings and taking the minutes).

Cleaning and Upkeep in the House

- Manage the cleaning staff in the House during term time and assist in their selection.
- Liaise with the Assistant Facilities Manager with respect to appropriate staffing levels, contracts, pay and conditions of the cleaners.
- Record and report absences to the Assistant Facilities Manager and to the Accounts Office (Payroll).
- Ensure that there is an adequate supply of cleaning materials and other domestic consumables, liaising with the Assistant Facilities Manager as necessary.

Furnishings, Fittings, Fabrics and Linen

- Check on the state of fabric in the House, chasing up any necessary repairs or replacements with the Works Manager, Assistant Facilities Manager (for example, with respect to lighting, heating, furnishings, plumbing & drainage, carpets, curtains, blinds etc).

Laundry/Dry Cleaning

- Operate a suitable system for sending pupils' dirty washing to the laundry and for the subsequent collection of clean items (liaising as appropriate with the Laundry Manager and the Assistant Facilities

Manager).

- Arrange dry cleaning as required and liaise with the Accounts Office (Fees) to arrange for parents to be charged if appropriate.

Coordination and Cooperation

- Attend periodic meetings with the Deputy Head and Head of Boarding (who has responsibility for the agenda and for chairing these meetings).
- Attend weekly house meetings when on shift
- Attend weekly safeguarding meeting when on shift
- Attend INSET training as required

Data Protection

- Take responsibility for applying a compliant data protection approach across all activities which involve personal data or data processing, in line with the School's Data Protection, Information Security and IT Acceptable Use policies.

Administration

The Matron should use Google Suite - google docs, gmail, classroom to carry out administrative tasks and is required to use the School's iSAMS/Socs/Pastoral Module database. Administrative tasks include:

- Registration of the pupils in accordance with the school's procedures
- Following up any absences from lessons, games and extracurricular activities
- Request and collate appropriate whereabouts and travel plans of all pupils leaving the School
- Travel arrangements – assist pupils with making travel arrangements to and from the School for appointments, weekends and school holidays
- Handover – ensure a detailed electronic daily handover is logged on Matrons Handover on the Pastoral module on leaving work each day informing them of medical and pastoral issues as well as any other relevant information
- Sorting post and packages arriving to the boarding house

Any other Duties

- Any other duties as directed by your line manager.

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. The post holder will be subject to a DBS check.