



SHEBBEAR COLLEGE

Job Description: Day Matron

Reporting to: Head of Pastoral

The Day Matron is responsible, along with the Senior Matron, in assisting with and contributing to the supervision and care of the pupils throughout the school day, with particular responsibility for their mental and physical health and general well-being and by providing a sympathetic ear and providing pastoral support.

Main Duties and Responsibilities

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Pastoral

The Day Matron will:

- Be resident within the Health & Wellbeing Centre
- Be a prominent, visible presence within the school and forge strong relationships with pupils, parents, staff and the wider community
- To assist in setting the very highest standards of care in the Health & Wellbeing Centre
- Ensure the safety and security of all pupils at all times when they are in the school's charge
- Be aware of, and respond to, the needs of individual pupils, including those from different cultural backgrounds and to be aware of the changing needs of all pupils as they develop
- Provide a listening ear to the pupils: this relationship is vital when dealing with the more challenging personal and social issues that can arise
- Assist the Pastoral team with establishing and maintaining healthy routines for each pupil, including those of personal hygiene, sleep and diet

Health & Medical

The Day Matron is responsible for ensuring that all pupils receive appropriate medical treatment following illness or injury within the school day and for ensuring that parents and guardians are appropriately informed.

The Day Matron will:

- Be responsible for the general mental and physical health and well-being of all pupils, holding daily drop ins at appropriate times
- Be aware of and follow all school medical policies, protocols and procedures
- Manage the immediate and ongoing mental and physical health and medical needs of the pupils
- Assist with collating medical records of new pupils and, where appropriate, discuss any medical details with the HsM and matrons
- Keep up-to-date records of the medical history of all pupils via the medical module in iSAMS
- Collect, store and dispense pupils' prescribed medication as appropriate
- Ensure that medications are dispensed in line with the medical protocol policies
- Record all treatments administered to the pupils

- Liaise with the Senior Matron and local Doctor's surgery over referral of boarders and their subsequent treatment
- Administer first aid as appropriate
- Keep the HsM informed of the mental and physical health of individual boarders as appropriate
- Accompany boarders on doctor, hospital and specialist appointments
- Keep the HsM informed and, in conjunction with the HsM, inform parents regularly of any health issues affecting their child
- Remain on-call at all times during working hours for pupils who are ill, injured or in need of help

Other Duties

- In liaison with the HsM, the Day Matron will be required to communicate with parents and/or guardians on a regular basis
- Ensure that any maintenance requirements are reported to the Maintenance Department to maintain a safe and welcoming environment
- To be responsible for promoting and safeguarding the welfare of pupils for whom the Day Matron is responsible or with whom they come into contact with, in accordance with the School's Safeguarding and Child Protection policy and reporting procedures
- Be fully conversant with the College rules and communicate any pastoral/disciplinary concerns that they become aware of to the HsM as soon as possible
- Be a good ambassador for Shebbear College
- To carry out any reasonable duties as requested by the Head or Senior Deputy Head