



Candidate Information Pack



Housekeeper &
Boarding Matron

What would you do if you worked in a school with the most able students from across the world?



Introduction & Background

Cardiff Sixth Form College was set up in 2004 as a small private supervisory centre in response to a perceived need in the community to cater for those students of high academic ability but relatively modest financial means. Latterly, expansion of the college has allowed for international students to access this same service. The aim of Cardiff Sixth Form College is to prepare students for a well-balanced, modern life with outstanding levels of educational achievement. A combination of small class sizes, individual attention and excellent teaching leads to first-class academic results with the college being recognised consistently as the 'Number One Independent School in the UK, at A Level' since 2011.

Cardiff Sixth Form College is an international boarding school which brings together some of the most talented students from different countries, providing a stimulating environment in which to study. Students bring an enthusiasm and focus to their studies and are hungry for knowledge and success. In 2021, 98% of students achieved A*-A grades and 100% A*-B. 17 students went on to Oxbridge and 50% to the G5 universities with 81% going onto QS Top 100 universities worldwide.

The opening of a new site in Cambridge in September 2022 means that both Cardiff and Cambridge colleges now operate as 'One College, on Two Campuses'.

Location

Cardiff Sixth Form College, Cambridge is set in the heart of the city of Cambridge. Based in three buildings, closely located to the town centre, it is very much an 'urban college'.

Cambridge is a city on the River Cam in eastern England, home to the prestigious University of Cambridge, dating to 1209. University colleges include King's, famed for its choir and towering Gothic chapel, as well as Trinity, founded by Henry VIII, and St John's, with its 16th-century Great Gate. University museums have exhibits on archaeology and anthropology, polar exploration, the history of science and zoology.

The city's skyline is dominated by several college buildings, along with the spire of the Our Lady and the English Martyrs Church, and the chimney of Addenbrooke's Hospital. Anglia Ruskin University, which evolved from the Cambridge School of Art and the Cambridgeshire College of Arts and Technology, also has its main campus in the city.

Cambridge is at the heart of the high-technology Silicon Fen with industries such as software and bioscience and many start-up companies born out of the university. Over 40 per cent of the workforce have a higher education qualification, more than twice the national average. The Cambridge Biomedical Campus, one of the largest biomedical research clusters in the world includes the headquarters of AstraZeneca, a hotel, and the relocated Royal Papworth Hospital.

The first game of association football took place at Parker's Piece, immediately behind the Cardiff Sixth Form College main building. The Strawberry Fair music and arts festival and Midsummer Fair are held on Midsummer Common, and the annual Cambridge Beer Festival takes place on Jesus Green.

The city is well served with excellent road and rail links. It is adjacent to the M11 and A14 roads and Cambridge station is less than an hour from London King's Cross railway station.

School Aims & Ethos

Cardiff Sixth Form College's vision is to be "The Best Academic School in the World": lofty aspirations which are backed up by a remarkable history of high academic achievement and successful university placements.

Ralph Waldo Emerson said: "Without ambition one starts nothing. Without work one finishes nothing. The prize will not be sent to you. You have to win it." This epitomises the attitude of a typical Cardiff Sixth Form College student who is ambitious, whose aspirations are broad and whose academic dreams are significant. It is for the hardworking and diligent student who wants to excel and broaden their academic horizons. It is for students who wish to win a place at the best universities to study courses which will provide fulfilment and challenge. It is not for everyone, but it is the perfect place for many.

The college aims to deliver teaching and learning that challenges, inspires, demands and delivers excellence; careers guidance which is outstanding and is tailored to the individual's needs and aspirations; pastoral care which is safe, caring, compassionate, understanding and developmental; administration which is efficient and supportive, with compliant systems, both complementing and leading the provision; and sustainability that comes from a profitable organisation that invests for and in the future.



Cardiff Sixth Form College's new Cambridge campus

As the leading A level provider within the UK, Cardiff Sixth Form College offers an outstanding academic programme for admission to the best universities in the UK and internationally. At the Cambridge campus, students will follow a predominantly STEM programme and may select from the following subjects:

Biology | Further Mathematics | Mathematics | Chemistry | Physics | Economics | Computer Science

In addition, the college helps students build management and project skills, teamwork abilities, confidence and a healthy mindset. Our teaching approach places considerable emphasis on independent learning – to look beyond simple answers and demonstrate a passion for knowledge and discovery. To support this aim, all students have access to courses in critical thinking, effective communication, leadership and entrepreneurship.

Learning begins in the classroom but doesn't end there. All students take part in an extensive super-curricular programme, 'The Cambridge Edge'. This including elements from work observation, academic enrichment trips, career-based societies and a wide range of academic competitions.

An extensive university preparation programme complements the curriculum, giving students the best chance to achieve their potential. This includes specific assistance for Oxbridge entry, Medicine and Healthcare degrees and international university preparation. As a part of Dukes Education, we are supported by Dukes Consultancy, including Oxbridge Applications, Medic Applications and A List for US University Applications in providing expert and bespoke assistance to our students.



JOB DESCRIPTION

Job Title:	Housekeeper & Boarding Matron
Department:	Pastoral
Responsible to:	Head of Pastoral through Senior Houseparent
Purpose of the job:	<p>The role of the housekeeper & Boarding Matron is to assist the Boarding Staff Team in providing a safe, caring and compliant healthcare environment. The role holder needs to be able to anticipate and respond to the individual welfare and healthcare needs of the pupils and is to have an excellent understanding of the College's statutory duty of care obligations for all students who live in any College accommodation.</p> <p>The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidentiality as appropriate and that sensitive material is handled correctly and accurately.</p>

AIMS AND FUNCTIONS

- Under the direction of the College Nurse to provide all boarders with the best possible healthcare and health promotion advice;
- Exercise pastoral care of pupils (in accordance with Individual Care Plans where appropriate), attend care meetings where required and support pupils' emotional, cultural and intellectual development;
- Maintain a healthy and well-kept boarding house encouraging and facilitating independent living skills for students;
- Manage and operate the laundry provision for all students including an enhanced serviced for CSA students;
- Encourage an open, friendly and caring atmosphere at all times.

KEY DUTIES MATRON

- Manage the boarding house environment to ensure safety and security during the day;
- Liaise with overnight boarding staff at the beginning and end of a shift to ensure continuity of care for students and care and safety of facility;
- Monitor used and cleanliness of student rooms and cluster kitchens;
- In Liaison with boarding staff organise and implement appropriate rotas and plans for students to manage their rooms and cluster kitchens to an appropriate standard;
- Report all maintenance and service issues to the Student Services Manager and Senior Houseparent;
- Report all new electrical items purchased by students to the Senior Houseparent for PAT testing.

MEDICAL/HEALTHCARE

- Under the supervision of the College Nurse, provide care and support to pupils;
- Provide first aid, initial medical support and administration of medicines to pupils in line with college policy and attend appropriate 'updating' training sessions as necessary;
- Maintain and ensure accurate and immediate updating of any and all medical logs to ensure all medicines are correctly accounted for;
- Support and empower students in the management of chronic health conditions, treatment for sudden onset acute illness and also preventative measures to improve rates of communicable illness at the college;
- Escort pupils to medical appointments when necessary;
- Provide administrative support to the College Nurse;
- Develop positive, effective working relationships across both boarding and pastoral teams, including Heads of House;
- Assess students who are unwell, monitor and treat these as necessary; sending any students who are able to attend back to curriculum classes;
- Manage the sick bay on the guidance of the nurse including bed changing, keeping the room clean and ensuring that there is adequate supervision of the students;
- Attend meetings with the College Nurse, Head of Pastoral and/or Head of Boarding, Senior House Parents;
- Communicate with other members of staff regarding the welfare of the students;
- Liaise with the boarding teams, safeguarding team and Heads of House, as needed to support pupils fully;
- Maintain medical records on college MIS;
- Work with the College Nurse to insure that all over-the-counter medication stocks are in full supply and in-date;
- Support, promote and implement College and House policies and protocols;
- Collate pre-arrival medical form data and assist in registering all learners with the NHS upon arrival;
- Induction on local health services for new students;
- Monitor cleaning services within the boarding house and manage appropriately to ensure a healthy and clean environment for all members of the community.

HOUSKEEPER LAUNDRY DUTIES

- Organise an appropriate laundry rota to ensure adequate clean clothing and bedding for CSA students;
- Collect CSA laundry bags from students' rooms or reception, as required.
- Ensure that all laundry is washed, dried, folded, ironed and returned to the correct student within 72 hours;
- Remove any items out of pockets before placing in washing machines;
- Know, understand and follow college policy on:
 - Security of items removed from pockets
 - Infection control when washing soiled clothing/bedding
 - Reporting worn out or damaged laundry items
- Clean and sanitise washing machines and dryers;
- Ensure that stocks of washing products, etc are maintained;
- Report any maintenance issues to Student Services Manager or maintenance team;
- Keep the laundry area clean and tidy;
- Organise an appropriate laundry rota for all other (non CSA) students to ensure bedding is cleaned regularly;
- Encourage and monitor independent living skills for all students.

OTHER TASKS:

- Supervise hygiene practices and cleanliness (including appearance) of pupils
- Assist House staff in maintaining House discipline
- Take a role in boarding induction
- Participate in the college performance management programme for non-teaching staff
- Undertake such duties as may reasonably be required in consideration of your role, general responsibilities, grade/salary level.

HEALTH & SAFETY

- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met.

SAFEGUARDING RESPONSIBILITIES

- Cardiff Sixth Form College, Cambridge is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:
 - ❖ Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
 - ❖ Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
 - ❖ Be willing to undertake additional safeguarding training to enhance professional development.

PERSON SPECIFICATION

- Set an exemplary personal standard of dress, behavior and personal hygiene
- Experience in working with young people and/or international students in a caring environment
- An understanding of cultural issues that may have an impact on medical treatment and treatment methods
- Ability to empathise with students who are upset or distressed
- An understanding of basic medical observations and measurements such as temperature reading, BMI and height
- To engage with CPD in order to improve on skills and knowledge base

- Being adaptable and showing good judgement. Demonstrating good organizational skills and an ability to complete tasks without supervision whilst also functioning as a part of a team
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained
- Developing good working relationships with colleagues
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
- Represents CSFC professionally and adheres to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers.

Cardiff Sixth Form College, Cambridge is an equal opportunities employer and is caring and reasonable in its approach to all staff.

Cardiff Sixth Form College winning the 'Overall Setting of the Year' Award at the 2022 Annual Dukes Education Conference.

