



Assistant Matron Part time

The School

Found in 1855, Epsom College is an independent Co-educational Boarding and Day School for 950 pupils aged 11 to 18 years, the College operates across 6 days per week. The School is located approximately one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful 80 acres estate. There is a Lower School for pupils aged 11-13, and in the Senior School there are 13 Houses, 7 are boarding houses, and the College offers all pupils a wide academic and co-curricular programme. Epsom College prides itself on the high standard of pastoral care devoted to all the pupils within a total curriculum that enables all pupils to achieve their full academic potential.

The House

The Assistant Matron works closely with the Matron who in turn works closely with the Housemaster/mistress to care for and promote all personalities, talents and interests of pupils in the House. Both a Housemaster/mistress and a Matron/ Assistant Matron (in the absence of the Matron) act as guardians of the potential of all pupils in their House and they promote the collective experience of living in a school community.

The Position

The Assistant Matron will support and assist the Matron in providing general cleaning and housekeeping services as well as deputising for the Matron one day per week in the care and supervision of the pupils. The position requires some involvement in the pastoral and health care of all pupils in the House, together with administrative responsibilities, under the direction of the Housemaster/mistress. The Assistant Matron will also be required to undertake and supervise the cleaning, housekeeping and laundry services. All support staff are required to participate in a regular appraisal of their performance.

Reporting

The Assistant Matron will report to the Matron, and in their absence to the Housemaster/mistress with regard to pastoral matters and to the Facilities Manager with regard to cleaning and staffing matters and, ultimately, the Bursar.

Overall Responsibilities

There are six key overall responsibilities of the Assistant Matron:

- 1 On a daily basis play a key role in the Domestic team working within the boarding house, maintaining designated areas in a hygienic and satisfactory condition according to work schedules and set standards agreed with the Matron.
- 2 In the absence of the Matron to assist in providing proactive pastoral and supervisory support in the House.
- 3 In the absence of the Matron, to be the primary point of contact for any pupil in the House who may be feeling unwell or who needs medical/dental treatment during the school day.
- 4 In the absence of the Matron, to be the point of contact with parents/guardians for any routine matters, taking messages for the Housemaster/mistress as necessary.
- 5 In the absence of the Matron to supervise the team of Domestic Assistants in the House ensuring that the provision of housekeeping care is consistent with the College's high standards.
- 6 To assist in monitoring the wear and tear of the house and, in the absence of the Matron, arrange for any repairs where necessary.

General House Duties (when working for the Matron)

- To ensure that all student study areas and common rooms are cleaned according to work schedules and set standards.
- To maintain all bathroom, toilet and shower areas in a hygienic condition according to set standards.
- To maintain all kitchen/brewroom areas in a hygienic condition according to set standards.
- To ensure that all floors are maintained to a high level of cleanliness and cleaned in accordance with set standards.
- To assist in sorting both cleaned and soiled laundry items as required.
- To ensure that all cleaning storerooms are maintained in a tidy, safe and hygienic condition.
- To ensure that C.O.S.H.H. regulations relating to any cleaning product are adhered to.
- To report all defects to the Matron.
- To maintain a co-operative relationship with staff, students and housemaster/mistress within your area of responsibility.
- To assist in any other areas of the College as may be required by the Facilities Manager.
- To attend all mandatory and relevant training as required by the Facilities Manager.
- To undertake any other reasonable task as directed by the Facilities Manager.
- To be aware of responsibilities under the Health and Safety at Work etc. Act 1974. To adhere to all relevant regulations. i.e. Fire Precautions, Manual Handling, C.O.S.H.H. etc.
- To undertake any other reasonable task as directed by the Facilities Manager and Housemaster/mistress and to adopt a flexible approach to the role.
- To be aware of the implications of strangers on campus and conscious of your security responsibilities.

Pastoral Responsibilities (in the Absence of the Matron)

- To liaise closely with the Matron in order to cover absence efficiently and effectively.
- To supervise pupils and be the adult responsible within the House throughout the day.
- Liaise with the Housemaster/mistress and Tutors over concerns about pupils' well-being.
- Be the point of contact for parents over housekeeping matters such as routine medical appointments, arranging taxis etc. Take messages for the Housemaster/mistress and inform him/her of matters as and when they arise.
- To assess illness and injuries, deal with minor problems and administer daily medicine where deemed appropriate by the Medical Centre.
- Accompany boarding pupils on medical appointments including visits to Accident and Emergency, as required.
- Oversee pupils' behaviour in the House, and be ready to alert the Housemaster/mistress both to areas of concern and commendation.
- Communicate effectively with pupils to ensure a well ordered House.
- To ensure that pupils are correctly and appropriately dressed when leaving the House; for example, full school uniform, correct games kit, etc.
- To have a full understanding of child protection procedures within the school and uphold the National Boarding Standards.
- To attend specific training, on occasion, as directed by line-managers.

General Housekeeping Duties (in the Absence of the Matron)

- To report to the Facilities Manager with regard to the scope, timing and extent of all housekeeping duties.
- To co-ordinate and undertake housekeeping/cleaning duties on a daily basis.
- To order and maintain food supplies. (e.g. milk, bread, snacks)
- To communicate the housekeeping standards, workflow sequences and work schedules to Domestic staff.
- To ensure that all areas are cleaned according to the work schedules.
- To cover cleaning duties in the case of staff absence.

- To oversee all deep cleaning duties as agreed with the Matron.
- To oversee all areas of responsibility within the house to ensure sufficient stock levels of materials and quality of equipment is available as necessary.
- To sort pupils' personal laundry for both collection by, and on return from, the Laundry.
- To sort pupils' dry cleaning for collection by, and on return from, the contractor.
- To ensure that all bed linen is changed, as required.
- To report and record all staff absence/sickness/annual leave.
- To maintain all housekeeping records.
- To report any defects, using the Maintenance Chit system, monitor progress of Maintenance Chits, and label and remove from service all defective items.
- To ensure that all House domestic staff dress appropriately in the uniform provided.
- To ensure that the Facilities Manager is informed of all personnel matters.
- To assist in ensuring the House is ready for external commercial lets at the end of term.
- To supervise the smooth running of the House during holiday periods and be responsible for the team of Domestic Assistants.
- To assist in preparing the House at the end of the commercial lets ready for the next academic year.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects the Assistant Matron to embrace fully this commitment and the new role.

Relevant Experience/Skills/Qualifications

Essential

- Experience of working without direct supervision.
- Experience of working with children or within a school environment.
- Enjoy working with young people.
- Possess good listening skills, a sense of humour, and an even temper when dealing with all situations.
- Ability to be firm but fair when dealing with pupils.
- Present a warm, friendly and empathetic personality when dealing with both adults and pupils.
- Demonstrate tact and diplomacy and maintain confidentiality.
- Qualified First Aider at Work (or willing to attend training and qualify).
- Good written and verbal communication skills in response to pupils, parents and staff.
- Knowledge of professional Housekeeping requirements.
- Experience in cleaning to specified standards within a commercial environment and ideally supervising responsibilities.
- Possess strong organisational skills.
- Good IT skills with knowledge of Word, email and school IT systems.
- An ability to adapt, show initiative and be flexible in approach.

Desirable

- Experience of working in a School Boarding House.
- Basic administrative skills (e.g. record keeping, managing budget allocation, and filing).
- Able to drive/own car (on occasions required to take a boarding pupil to medical appointments, A&E, source new items for the house in agreement with the Housemaster/mistress).

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

Hours:

- during **term time Week One** - 4 days per week 8am - 2pm, plus Saturday 8am - 6pm to cover Matron day off. **Week Two.** 4 week days 8am - 2pm, and 1 week day 8am - 6pm to cover Matron day off (same day each fortnight, currently a Friday, but this is subject to change).
- during **the holidays** (in addition to term time working): Hours will be 8am - 1.30pm Monday - Friday.

Salary: £16,812 per annum based on the above hours of working. Payment is monthly in arrears and made directly to an employee's Bank or Building Society Account.

Holidays: 30 days holiday per annum full time and pro rata for part time working plus Bank Holidays. All holiday must be taken during the school holidays.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with pension regulations.

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary subject to scheme rules.

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times.

Cycle to Work: Following a qualifying period, the College offers a cycle to work loan scheme

Parking: Free car parking for staff is available on campus.

Computer Loan: Following a qualifying period, the College offers a computer loan scheme.

Offer of Post: The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure and the safeguarding policies on the College website.

Closing date for receipt of applications: **12 noon 25th October 2019**

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Applicants are encouraged to contact Kay Wright, Facilities Manager, tele 01372 821260 for an informal chat or further information.

07/10/19