



Felsted
Garde Ta Foy

Appointment of Matron of Thorne

Role Information Pack



Independent, Co-educational, Boarding & Day, Ages 4-18

www.felsted.org | 01371 822600





Felsted
Garde Ta Foy

Matron of Thorne

Starting Salary £14,879.49 per annum

Permanent | 34 Hours per week | Term-time (37.6 weeks per year)

We have an excellent opportunity for a warm, personable and cheerful Matron to join our day and boarding School. The role will be Matron to one of our smaller all-girls' Boarding House (Thorne House), which is home to 20 Lower Sixth girls.

The role of Matron is to become an integral member of the House team in supporting the Housemistress in the pastoral, welfare and safeguarding of pupils, in order to provide a stable, non-judgmental environment for students to encourage a feeling of trust. Child Protection issues are of paramount importance, as is confidentiality. Understanding when information needs to be passed on and also when a pupil needs more specialist support around sensitive issues that should be clearly understood. A Matron's role is not a disciplinary one and is expected to be a visible presence,

whether helping to run the House or by being available if pupils need someone to talk to. In addition to the pastoral care, the Matron is responsible for managing the House Domestic Assistants & House Maintenance Person within their Boarding House.

We have been rated 'Excellent in every aspect' by the Independent Schools Inspectorate.

If you would like to apply for this role, please visit our website www.felsted.org/jobopportunitieshome to access our online application form.

Closing date for receipt of applications is Friday 23 June 2017 at 12:00 noon.

Interviews will be held on Thursday 29 June 2017

Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.

Job Description

TITLE: Matron

ACCOUNTABLE TO: HM and General Services Manager

ACCOUNTABLE FOR: Domestic Assistant's & House Maintenance Person

CORE PURPOSE

To become an integral member of the House team in supporting the Housemaster/Housemistress in the pastoral, welfare and, safeguarding of pupils, in order to provide a stable, non-judgmental environment for students to encourage a feeling of trust. Child Protection issues are of paramount importance, as is confidentiality. Understanding when information needs to be passed on, and also when a pupil needs more specialist support around sensitive issues that should be clearly understood. A Matron's role is not a disciplinary one and is expected to be a visible presence, whether helping to run the House or by being available if pupils need someone to talk to.

In addition to the pastoral care, the Matron is responsible for managing and administering the Domestic Assistant's & House Maintenance Person in their House.

To carry out any tasks within the job holders skill and ability

PRINCIPAL ACCOUNTABILITIES:

DUTIES REPORTING TO THE HM

- To be responsible to the HM in attending to the welfare and domestic interests of the pupils in the House. Encourage and help the pupils to fit into School and House life and be available to help and advice on any personal problems
- Order issues from the Catering Department so that there are always adequate supplies for the pupils within a controlled budget
- To liaise with the Medical Centre staff when necessary
- Ensure that clearance procedures are adhered to by pupils and staff
- To work with the HM to ensure that domestic staff have a good working knowledge of Child Protection issues
- To work with the HM to ensure that the House meets the minimum requirements of the National Boarding standards
- Any other ad hoc duties as reasonably requested during the normal working day.
- Any other reasonable ad-hoc duties as requested

DUTIES REPORTING TO THE GENERAL SERVICES MANAGER

- To ensure the domestic staff in the House are well trained in the correct procedures for the use of materials, COSHH and in cleaning methods, thereby achieving a good level of efficiency and meeting the requirements of the School's Health and Safety Policy at all times
- To produce correct weekly time sheets for the payment of House domestic staff
- All weekly time sheets to be sent to payroll for processing. Copy to be sent to the domestic services department
- Arrange the laundering of the House pupils' personal laundry in order that they always have an adequate supply of uniform and clothing
- Order cleaning materials from School stock so that there are always adequate supplies for use by the domestic staff within a controlled budget
- Contact the Maintenance Department and/or Houseperson when urgent or minor repairs are needed in the House

- Ensure Domestic Staff are managed regarding basic matters e.g. absence, leave requests, learning development, performance appraisals. Supported in this via the Domestic Services department as required.

EXPERIENCE AND SKILLS

ESSENTIAL:

1. Have a warm and personable personality together with a cheerful predisposition
2. Be discreet and adhere to confidentiality
3. Positive 'can-do' attitude
4. The ability to remain calm under pressure
5. Experience with a pastoral capacity
6. Computer literate/able to use the Microsoft Office Suite
7. Well organised
8. Enthusiastic, sense of vocation and authoritative
9. Ability to build effective relationships across pupils and employees
10. Excellent communication skills, smartly presented and ability to work as a team player
11. Be able to carry out the physical aspects of the role.

DESIRABLE:

12. An NVQ in Caring for Children and Young People, or hold equivalent qualifications
13. Experience in managing employees
14. Previous experience of working in an Educational environment.

REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

TERMS OF EMPLOYMENT

- Term-time only (34 weeks per year) plus 18 days in the School Holidays (see core days below)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Mondays, Wednesdays and Fridays from 8:00am to 2:00pm and Tuesdays and Thursdays from 8:00am to 5:00pm
- Hours of work are 34 hours per week

CORE DAYS

- Pre Autumn term: Three days
- Autumn Half term: One day
- Christmas: Two days
- February Half term: One day
- Easter: Five days
- May Half term: One day
- End of Summer term: Five day
- Total days: 18

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.

Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



Felsted Senior School

The Senior School educates some more than 540 students aged between 13-18, of which over 80% of students take advantage of the School's boarding provision. Boarders at Felsted lead full lives. There is time to ensure academic work is completed to a high standard, to be involved in a breadth of co-curricular activities and to build lifelong friendships. Personal qualities such as confidence, independence, organisation and leadership will be developed in a caring and happy community.

In addition to our two Day Houses there are eight boarding houses in total at Felsted: six for Boarders in Years 9 to Lower Sixth and two for Upper Sixth Boarders. Each house offers unique environments for study and personal development, supported by a Housemaster or Housemistress (HM), Assistant Housemaster or Housemistress (AHM), a Resident Tutor (RT), a Matron and a Tutor team.

Academic

We enter our students for GCSE, A Level and the International Baccalaureate courses. In our latest results (August 2016), our students achieved:

- **International Baccalaureate** point average of 34. This score is better than an average score of ABB at A Level, and shows how well pupils have performed in these demanding examinations, based on an absolute world standard
- At **A Level**, an overall set of results are 81% achieving A* to C grades and a 99% pass rate. More than 30% of all results were at A* or A grade, with many students confirming their places at the country's top universities.
- At **GCSE**, results were also impressive with 46% of grades at A*-A; 91% at A*-C and 96% achieved five A* to C grades

The following departments gained over 90% A* to B grades: Design Technology, English Language, English Literature, Music, Religious Studies, Theatre Studies, and Greek. When compared academically against other schools, both independent and state, Felsted scores extremely well. The School leads regional league tables in terms of the value it delivers to a broad range of academic ability. Since 2012 we have been placed within the top 10% of all schools nationally, both in Independent and comprehensive.





Learning Technologies

Felsted has been partnered with Apple since 2010 to bring the latest technology to enhance teaching and learning at the school and beyond. As one of the very few Independent Schools in the UK to be a Regional Training Centre, we aim to use the latest technology to engage and enthuse students to higher levels of performance and creativity.

International

We welcome students of all nationalities and routinely celebrate cultural diversity. Integrating international and UK students is an extremely important component of the Felsted ethos of valuing and respecting difference.

Through partnerships with organisations such as Round Square and Magic Bus, in addition to a fully integrated International Baccalaureate Diploma programme, Felsted is a globally-minded school that aims to prepare all of its students for international co-operation, communication and understanding, both now and in their future careers.





Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.

All students have the opportunity to represent the school in sporting fixtures during their school career, with travel to an away fixture once a fortnight the norm for the vast majority of students. Additionally, students who take their sporting expertise to a higher level will receive the opportunity to join one of the many Sports Trips and Tours.

Music

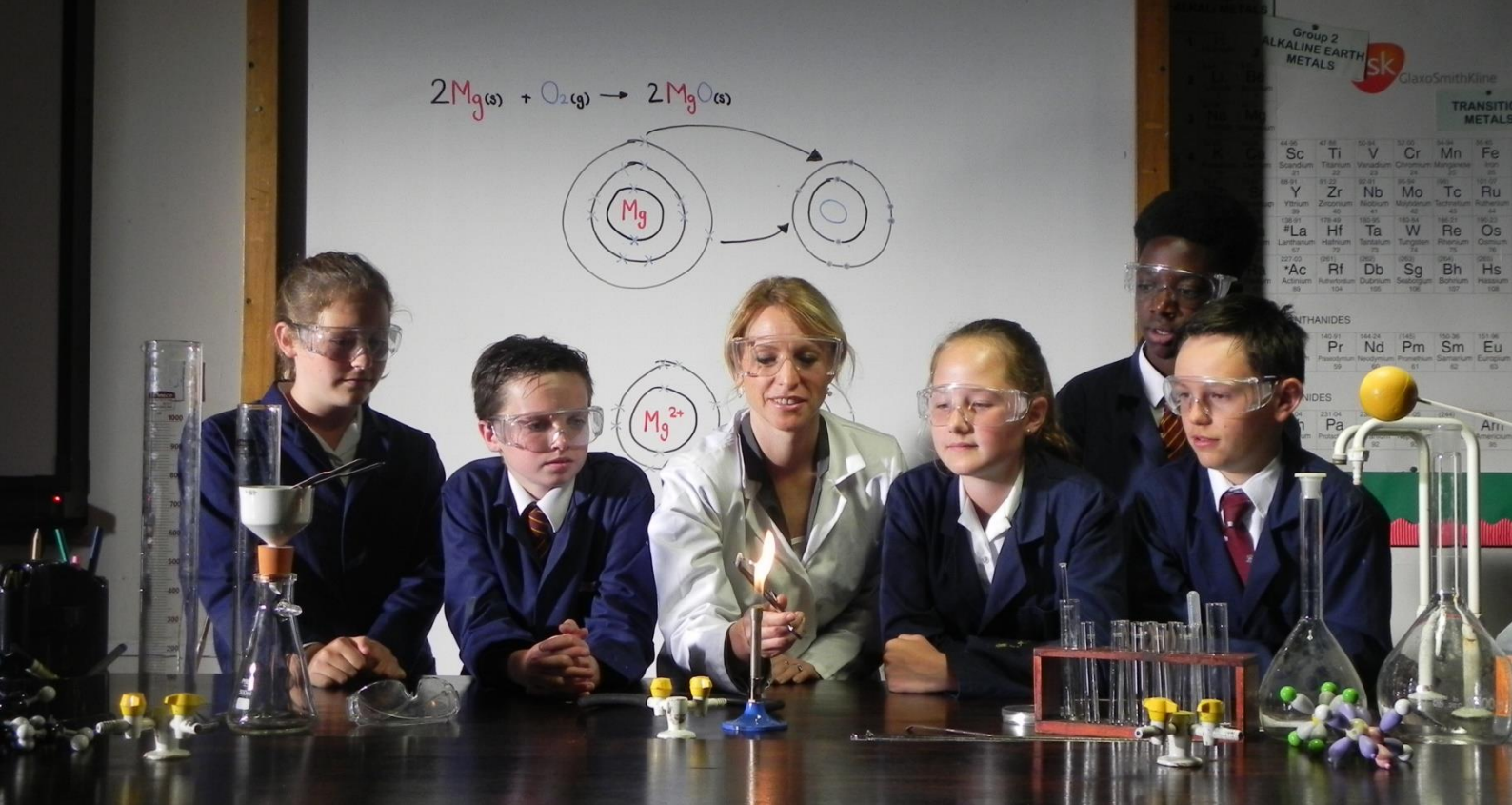
Music is part of the fabric that makes up Felsted life and has been for many years. The School has forged a strong partnership with The Junior Guildhall in London. The School provides broad opportunities for musicians of all types - our main aim is that everyone who wants to be involved musically can be accommodated. All students are involved in some way, whether it is singing in Chapel, participating in the Inter- House Singing Competition or through individual musical interest.

Felsted musicians are supported by five full-time members of staff and over 25 visiting instrumental and vocal teachers. Tuition is available in a wide range of instruments ranging from the violin, Harp, Saxophone and Drums through to the Cello, Oboe, Organ and Electric Guitar!

Singing plays a hugely important role both in Chapel and in more informal settings. Elsewhere, the School boasts a number of Orchestras, String Ensembles and Wind and Brass Groups.

Drama & The Arts

Felsted has a reputation for drama productions of the very highest quality. Drama overall makes a significant contribution to the co-curricular life of the School. Our Hunt Theatre is equipped technically to the standard of any small professional theatre: the extensive facilities include flexible seating, fully computerised lighting and sound controls, an impressive range of lanterns and sound equipment, dressing rooms, a front-of-house box office and a licensed bar. Larger scale productions tend to be put on in the School's majestic Grignon Hall, which can seat an audience of 400.



Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at www.felsted.org/jobopportunitieshome.

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description (within the role information pack), so it is important you provide as much relevant information as possible.

Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Our Policy on the

Recruitment of Ex-offenders can be found on our website www.felsted.org/jobopportunitieshome.

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

- a. Identification to prove your Right to Work in the UK
- b. A completed DBS application form along with three pieces of ID
- c. Evidence of any qualifications you hold that are necessary for the post you are applying for.
- d. If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.

Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

Appointment Date

The appointment will commence from September 2017.

Salary

The starting salary is £14,879.49 per annum

Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of exclusive discounts and offers from online and high-street retailers.

Employee Reward Package

A full list of employee benefits can be found on our job opportunities website pages under '[Employee Reward Package](#)'.

Terms of Employment

The role is a permanent position working 34 hours per week during term-time plus 18 days throughout the school holidays. These days are listed within the job description (above) under 'core days'.

Flexibility in the working hours is required due to the timings of events and functions.

Criminal Background Checks

As a school, we require all employees to obtain an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of

employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2016, applicants are obliged to disclose spent convictions in addition to any unspent convictions.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

Other Employment Checks

Offer of employment is also conditional upon satisfactory receipt of the following employment checks:

- a. Proof of your Right to Work in the UK
- b. Two professional references
- c. Barred List Check
- d. Medical Questionnaire
- e. Overseas Police Check (if you have resided outside the UK within the last ten years)
- f. Enhanced Disclosure and Barring Service (DBS) Certificate
- g. Evidence of qualifications held (if appropriate)

We look forward to receiving your application form.