

JOB DESCRIPTION

HOUSE MATRON	
Employment status	Permanent
Role	<p>The main role of the House Matron is to:</p> <ul style="list-style-type: none"> • assist the Housemaster/Housemistress in providing the continuity of pastoral care and supervision necessary for the welfare and safety of pupils and effective running of the boarding house; • liaise with parents over daily issues and report to House Staff as required; • provide administrative support to the Housemaster/Housemistress as appropriate; • provide the appropriate level of care for the medical wellbeing of the pupils in their House, in liaison with the Health Centre Sister; • manage the domestic support and liaise with the Estates and Operations Departments as required; • assist the Housemaster/Housemistress in fostering good public relations and in providing hospitality to parents and visitors.
Accountability	The House Matron is accountable to the Headmaster through the Deputy Head (Pastoral) and the Housemaster/Housemistress, who provide the line management for all pastoral and house matters. The House Matron will also liaise closely with the Health Centre Sister and Deputy Bursar (Estates).
Responsibilities	In addition to organising and undertaking domestic duties, the House Matron will have a major pastoral input as a 'parent figure' in the house, and will therefore be a key member of the house team.
Skills required	<p>In order to work as part of the house team the House Matron should have good pastoral skills and the following key characteristics:</p> <p>Essential</p> <ul style="list-style-type: none"> • a genuine interest in working with young people; • empathy for the needs of young people; • an energetic and proactive approach; • the ability to work as part of a team; • good communication and organisational skills; • understanding, patience, ability to listen, approachability; • consistency in dealing with children; • the ability to manage cleaning/laundry staff; • a full clean driving licence. <p>Desirable</p> <ul style="list-style-type: none"> • experience of working with the relevant age group; • experience of an independent school; • an understanding of Health and Safety regulations and practice; • First Aid training (this will be provided if necessary).

Working routine	<p>Matrons work for 34 weeks of the year. Hours are variable depending on whether the post is full time or part time, but matrons should expect to work:</p> <ul style="list-style-type: none"> • beginning and end of terms and at other times when parents are involved e.g. social occasions and Open Days; • some or all Saturdays (depending on whether full or part time); • 9 occasions (5 Sundays) throughout the year when the School performs a naval parade known as Divisions.
Remuneration and benefits	<p>Matrons are paid on the RHS support staff pay scale with a pro rata salary for the hours worked. Good quality accommodation (consisting of a two or three bedroom flat with private access) is usually provided free of charge for a full time boarding house matron. The school pays for heating, lighting and council tax.</p> <p>The Royal Hospital School provides a warm and friendly working environment and free car parking is available on site. There is the option of joining the Legal & General personal pension scheme.</p>