



Reed's School Job Description
MATRON

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Context of the Role:	<p>The aim of this role is to assist with, and contribute to, the supervision and care of boarding pupils, with particular responsibility for the health, welfare and general well being of those in the House. The role holder will also support the domestic staff attached to the House and ensure that they carry out their work effectively and efficiently.</p> <p>This role will report into the Housemaster/Housemistress for the assigned boarding house.</p>
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Supervise pupils during non-timetabled time when present in the boarding house. • Work with the House team to ensure that appropriate high quality pastoral care is given to boarders of all ages and that the specific needs of each group are met. • To be aware of, and respond to, the individual needs of boarders where required. • Manage and co-ordinate the laundry for all boarding pupils in the House (including sports kit and casual clothes as necessary) in accordance with systems across the School. • Provide support to the Housemaster/Housemistress to ensure that all pupils in the boarding house maintain a good standard of hygiene, cleanliness and appearance. • Assist the House team in maintaining high standards of behaviour by pupils in the House and in all areas of school life. • To contribute to the induction arrangements for new boarders joining the House at all times of the year. • Assist the House team in ensuring that the House is ready to welcome parents and pupils upon arrival or on return from school holidays. This will also involve a presence on Open Mornings. • Collect post from the Common Room and put in pupils' rooms.

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| | <ul style="list-style-type: none">• Assist the House team in ensuring that the House is ready to welcome external lets (holiday camps), where required.• Report issues regarding maintenance of the House and any breakages or repairs to the Director of Operations & Ripley Court Bursar.• To liaise with the Cleaning Supervisor and maintain the required levels of cleaning and other necessary materials and equipment and make adequate provision for their safe storage.• Maintain regular communication with the Housemaster/ Housemistress, House team and any other relevant staff regarding welfare concerns.• Work with the House team and relevant Tutor to help any boarder who may need additional care, advice or support.• Liaise with the Medical Centre team regarding illness of boarders within the House.• Liaise with the Medical Centre to ensure that administering of medicines and other first aid treatments are recorded accurately and effectively. This will also involve an oversight of administering medication and liaison with the Medical Centre to ensure that medical cabinets are fully stocked.• Assist in taking boarding pupils to medical, dental, optometric and other specialist services or provision as necessary.• Liaise with parents/carers of pupil who board at the House, concerning welfare and any medical matters, in consultation with the Housemaster/Housemistress.• Maintain knowledge of the School's Health and Safety policies and procedures and complete Risk Assessments where required.• Assist in the running of the School's Lost Property System.• Maintain First Aid qualification.• Maintain knowledge of all School pastoral policies.• Undertake such other comparable duties as the Headmaster requires from time to time.• Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact. |
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**Reed's School Person Specification
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	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Hold a valid driving licence. 	<ul style="list-style-type: none"> • First Aid qualification.
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels with pupils, staff, parents and carers. • Computer literacy • Excellent organisational skills. • Ability to sew and mend clothing. 	<ul style="list-style-type: none"> • Previous experience of working within a school environment. • Ability to use a sewing machine.
Personal competencies and qualities	<ul style="list-style-type: none"> • Confident and approachable with the ability to listen to pupils who may wish to discuss personal issues. • Ability to act with discretion at all times. • Ability to work calmly under pressure. • Patient and reassuring manner. • Ability to work as part of a team. • Ability to work on own initiative and ask if you are unsure. • Committed to the safeguarding and welfare of all pupils. 	