



JOB DESCRIPTION

JOB TITLE : **Matron**

RESPONSIBLE TO : **House Parent**

DEPARTMENT : **Pastoral**

DATE OF ISSUE : **February 2025**

MAIN PURPOSE

The Matron assists the House Parent with the pastoral care and wellbeing of all pupils in the House and promotes the collective experience of living in a school community. The Matron is responsible for maintaining the day-to-day running of the boarding house.

SPECIFIC DUTIES AND ACCOUNTABILITIES

1. Care of pupils:
 - a. The top priority must be the safety, welfare and happiness of the pupils. Contribute to the provision of proactive pastoral care and supervisory support to the pupils, to include:
 - i. supervising pupils and being the adult responsible in the House throughout the day.
 - ii. Supporting the pupils in their day to day commitments.
 - iii. Engaging with pupils and getting to know them well, offering support when they are finding life challenging.
 - iv. liaising regularly with the House Parent, and other staff where appropriate, regarding concerns about a pupil's wellbeing.
 - v. fostering high standards amongst pupils in personal hygiene and pride in their personal appearance and encourage good manners and courtesy, including respect for school property and the personal property of others.
 - vi. assisting the House Parent to ensure the pupils are correctly dressed when leaving the House either in correct school dress or correct games kit.
 - vii. being aware of pupils' behaviour, reporting both positive and negative behaviours to the House Parent.
 - viii. being fully aware of any specific information relating to a pupil and ensure pupils know where to find the House Parent, Deputy House Parent or Resident if needed.
 - ix. Signpost pupil to other members of staff who may be able to help them.
 - b. Assist the House Parent in creating a friendly and happy atmosphere and in helping new pupils settle in the House.
 - c. Assist the House Parent to organise House events, and attend House events such as sport, drama or music where possible.
 - d. Ensure effective processes are in place to maintain continuity of care and housekeeping standards if another Matron is on duty.
 - e. Take responsibility for morning and afternoon registration in accordance with the School's Attendance and Registration Policy
 - f. Take control of the house mobile phone whilst the House Parent is teaching during the matron's shift.
 - g. Recording the nights when a day pupil stays in the boarding house and passing to Finance for invoicing.



- h. Prepare invoicing information to Finance as directed by the House Parent (eg. Social events, takeaways).
- i. Assist the House Parent in accounting for pupils through familiarity with, and checking of, the House signing in and out procedures via Orah.
- j. With the support of the House Parent take responsibility for entering and checking that the relevant information is correct for the travel and accommodation details of pupils with a Child Student Visa when they are away from school during the school holidays, exeat weekends and leave weekends. Setting up e-visas.
- k. To be the point of contact for parents over housekeeping matters such as arranging taxis etc and take messages for the House Parent.
- l. Under the direction of the House Parent, undertake appropriate parent liaison.
- m. Undertake a range of routine administrative duties as directed by the House Parent.
- n. Develop and deliver life skills coaching, individually or in groups, as appropriate, to the pupils in the House and organise some afternoon activities for them in the house.
- o. 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.
- p. Assess and deal with minor illness and injuries and administer medication where appropriate, recording it on the school's management information system.
- q. Liaise with the House Parent / Deputy House Parent and the Medical Centre, as appropriate. This will include taking pupils to medical appointments on occasions.
- r. Administer medication, including controlled medication, to the relevant pupils in the House under the supervision of the Medical Centre and in line with the school's managing medicines procedures.
- s. Liaise with the Laundry to ensure the efficient despatch and return of all laundry. Sort and record personal laundry and dry cleaning and re-issue on return. Undertake some laundering of small items of clothing and repairs to pupils' clothing including sewing on nametapes. Work with pupils, laundry and Housekeeping to manage lost property.

2. Care of the House:

- a. Supported by Housekeeping, manage the work of the house domestic assistants' day-to-day activities, maintaining a high standard of cleanliness and hygiene throughout the House through regular inspection of all rooms, undertaking probation management, appraisals, ensuring return to work interviews are undertaken directly after absences and that they are recorded by the staff member on MyBry, and dealing with matters of discipline as they arise.
- b. Take responsibility for requisitioning stocks for cleaning equipment and supplies, controlling bedding and linen needs, supervising laundry despatch and receipt and maintaining appropriate records.
- c. Under the guidance of the Health and Safety and Fire Officer and the direction of the House Parent, take responsibility for House related Health and Safety matters and maintain appropriate records. This may include undertaking Fire Drills and Risk Assessments.
- d. Ensure that all domestic assistants are aware of their responsibilities under the Health and Safety at Work Act 1974 and the School's Health and Safety Policy to ensure they adhere to all relevant regulations. This includes ensuring they are familiar with and understand fire precautions, the House risk assessment and C.O.S.H.H. and other relevant risk assessments.
- e. Ensure that all house domestic assistants are aware of the Safeguarding Policy and are conscious of their safeguarding responsibilities.
- f. Ensure that all house domestic assistants are up to date with their safeguarding training and assist with this as required.
- g. Liaise with the Estates Department to ensure the House is maintained to a high standard, reporting defects or maintenance requirements, keeping the House Parent informed and taking follow-up action as required.
- h. Maintain and update the soft furnishings, pictures, photographs etc. in the House and agree replacements with the House Parent as required.



- i. Have a full understanding and keep up to date with boarding regulations and requirements, particularly the DfE's National Minimum Standards for Boarding Schools.
 - j. Maintain and update House noticeboards on a regular basis, ensuring documents are up to date and displayed in an organised and logical position. Take responsibility for pastoral displays on topical pastoral issues such as healthy eating, sleep, body image, EDI, mental health management etc.
 - k. Prepare the House at the end of the Autumn, Spring and Summer terms ready for any holiday courses. This will occasionally involve some flexibility where workings hours are concerned.
 - l. Prepare the House at the end of the Summer, Christmas and Easter holiday ready for the term ahead. This will sometimes involve working around the requirements of pre-season groups who are based in the House.
 - m. Order and maintain the food supplies for the House (e.g. milk, butter) and ensure bread supplies are at the correct level.
3. General:
- a. Be a member of the House team and take an active part in the wider operation of the school, by supporting a range of mainstream School activities, for example being available to meet with parents during their visits to the school.
 - b. Available to support Admissions team with parent tours.
 - c. Provide general support at times of peak workload or absence both within the House and to other Houses.
 - d. Support the work of the House Parent, assisting with a range of administrative tasks as agreed with the House Parent.
 - e. Act always in accordance with the spirit and practice of the Children Act.
 - f. Operate in accordance with School's policies and procedures as detailed on the school's website and intranet, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.
 - g. Attend specific training on pastoral, first aid, health and safety, fire and other relevant subjects, as directed by line managers.
 - h. Take responsibility for own personal professional development and growth within the role.
 - i. Contribute positively to the boarding community at the school whilst fostering a close and supportive environment within the Matron group.
 - j. Undertake any other reasonable task as directed by a line manager and adopt a flexible approach to the role of Matron.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.



PERSON SPECIFICATION:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Emergency First Aid at Work (or willing to attend training and qualify). 	<ul style="list-style-type: none"> • Relevant BSA course, such as BSA Certificate in Professional Practice for School Matrons, or willing to attend training and qualify.
Experience	<ul style="list-style-type: none"> • Previous recent experience of working with children and young people. • Experience of the pastoral care of teenagers. • People management experience. 	<ul style="list-style-type: none"> • Experience working in an educational environment like Bryanston. • Experience of working as a matron/house parent or in a similar position with some knowledge of boarding. • Previous experience of managing staff.
Knowledge	<ul style="list-style-type: none"> • Knowledge and experience of professional housekeeping requirements. • IT skills with knowledge of use of email, Word and other school IT systems. • Basic administrative skills (e.g. record keeping). 	<ul style="list-style-type: none"> • Knowledge of health and safety matters pertaining to boarding, particularly fire safety and use of cleaning materials. • Experience of cleaning to specified standards within a commercial environment and ideally supervising responsibilities.
Behavioural competencies and qualities	<ul style="list-style-type: none"> • Enjoy working with young people. • Approachable, empathetic and patient. • Good listening skills and objective. • Tactful, diplomatic and discreet. • Firm but fair and even tempered when dealing with situations. • Enthusiastic and positive. • A sense of humour and cheerful disposition. • Good written and verbal communication skills in response to pupils, parents and staff. • Ability to work without regular supervision / management. • Motivated, flexible and willing to use initiative. • Well organised and efficient, with a strong attention to detail. • Physically capable and medically fit to undertake the role. • Suitable to work with children. 	

Bryanston is committed to celebrating diversity and a culture of open-mindedness and inclusion. We welcome, respect and value people of different ages, gender identities and faiths, with different types of families, sexual orientations, cultural backgrounds and disabilities. We stand against everything to do with discrimination and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance.



The welfare of Bryanston pupils is of paramount importance. The school is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment. The postholder for this position will be engaging in regulated activity and, as such, assumes a shared, though no less significant, responsibility for ensuring that our pupils are robustly and appropriately safeguarded at all times.

All successful job applicants will be required to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Terms Of Appointment

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Appointment date

September 2025.

Salary and Benefits

£26,640.95 per annum.

The appointee will be eligible to join the School's Private Medical Insurance scheme, currently with WPA and the School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enroll the employee in a pension scheme when required by law.

Hours of work

The normal working hours for this position are 50 per week, during term-time only, as published in the school calendar, as follows:

Monday - Friday:	08.00 – 18.00 including a one hour unpaid break for lunch
Saturday:	08.00 – 13.00

In addition, the employee will work 69 hours per annum outside of term-time, at times to be agreed by the head of department, as follows:

- 9 hours over the course of the first weekend of each academic year to welcome pupils to the house
- 3 days before and 2 days after the Autumn term, each of 4 hours
- 1 day before and 2 days after the Spring term, each of 4 hours
- 2 days before and 2 days after the Summer term, each of 4 hours
- 1 day of each half term, each of 4 hours

There may be rare occasions when additional hours will be necessary for the completion of the duties of the position.

We are open to candidates who may be interested in this vacancy on a part-time/job share basis.

Holidays

The appointee will not be expected to work outside term-time in line with the hours of work listed above. The appointee will be entitled to 5 weeks holiday pro rata per annum in addition to Public Holidays, of which up to 4 days may be designated to be taken over the Christmas period, normally in the period between 24th December and 1st January.

Medical Fitness



Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Checks

As a School, Bryanston requires all new employees to complete 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. The school's policy on the recruitment of ex-offenders and security of disclosure information can be found on our web site: www.bryanston.co.uk

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

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 <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and a copy of the Code is available upon request or from the Home Office web site: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>

Applications

The closing date for applications is 26 May 2025 and interviews are to be held shortly thereafter.

All applicants are asked to submit an online application form via the Bryanston website together with a letter of application and the names and addresses of two referees who may be contacted prior to interview. This is designed to provide comparable information on all candidates, and may be accompanied by a letter of application. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient.

- Two forms of original identification, i.e. passport, current photo card driving or a full birth certificate.
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.
- Right to work in the UK.



Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

For further information on the recruitment process and relevant policies, please visit our web site www.bryanston.co.uk.