



Fettes College

MATRON (RESIDENTIAL)



THE ROLE

An opportunity has arisen for a Residential Matron to join Kimmerghame Boarding House at Fettes College. Reporting directly to the Housemaster and working alongside the wider pastoral team, you will be required to fulfil a number of key responsibilities.

The Boarding House is run by the Housemaster who has overall responsibility for the health and welfare of the pupils in his charge. Along with the residential and non-

residential tutors, Matron plays an important support role to the Housemaster in the day to day running of the House. This support includes the following key areas –

- The general care and welfare of the boys
- Housekeeping duties
- Medical attention for the boys
- Communication with parents
- Administrative tasks
- Communication with other departments

General Care and Welfare of the Boys

Matron can be an informal contact point for the boys and is likely to pick up on individual problems or anxieties very quickly. Matron should –

- Report any incidents of bullying or unkindness, or any serious social or personal issues, to the Housemaster as soon as possible.
- Report boys who appear to be unhappy, but who are unwilling to talk about their problems.
- Encourage open relationships so that boys are able to discuss their problems freely without fear of retribution.
- Be present in House when on duty and act as the ‘eyes and ears’ of the House.
- Keep a specific eye on all new boys, particularly those in the Third Form
- Inform the boys about important aspects of hygiene and diet.

Above all, Matron should help to provide a friendly, secure environment in what is effectively the pupils’ home whilst they are at school; for example, arranging snacks for pupils at break times and in the evening or organising a birthday cake for boys celebrating their birthday. Matron has a small budget to assist in delivering these home-from-home comforts.

Housekeeping Duties

Matron is responsible for the general cleanliness and smooth running of the House and its facilities. The role includes –

- A daily check to ensure that boys keep their study/dorms tidy, change their bed linen regularly and perform their cleaning duties to a reasonable standard.
- Regular checks of the pantry areas to ensure healthy standards are maintained.
- The preparation of clothing items for dispatch to the laundry and checking these items on their return.
- The purchase of some cleaning materials.
- Washing/drying (in House) of Games kits.

- Sewing/darning/repairing torn or worn clothing and tagging name tapes when appropriate.
- Reporting defects that require repair or any issues of health and safety requiring attention to the relevant department (usually Estates but in serious cases the Bursar).
- Assisting with regular “testing” of the fire alarm system and associated equipment

Each House has its own cleaners who are part of the school wide cleaning team managed by the Domestic Services Manager. House cleaning staff will normally liaise with Matron on a day to day basis. In the event of disputes or problems, Matron will revert to the Domestic Services Manager to resolve them. All House maintenance needs are dealt with by the Estates Manager using the school’s own maintenance staff or outside contractors. Matron will liaise directly with the Estates Department to follow up on approved work requests until they are completed.

Medical Attention for the Boys

The school operates a central medical centre which is open 24 hours a day, 7 days a week and which is staffed by registered nurses supported by the school Medical Officer. The Medical Centre staff will advise Matron on any medication to be administered in House. Matron will keep and dispense such medication in House as and when they are required or during the daily in-House surgeries held for the purpose. In general terms Matron will deal with only the low-level medical needs of the Kimmerghame boys and all serious medical issues will be referred to the Medical Centre staff. Matron will arrange for the boys to attend medical or dental appointments and where appropriate accompany them to hospital or surgery.

Communication with Parents

On the understanding that the Housemaster must be kept fully informed of absences and requests that require his approval, Matron may be required to act as the initial contact point for parents for the following approval -

- The reporting in of Day Pupil absences
- Request for overnight stays from Day Pupils
- Recording and administering Recommended Leave lists and requests
- Travel arrangements at the end and beginning of terms
- Any minor domestic issues for which a parent might need assistance from Matron (replacement uniform, ordering a taxi for a day pupil for example)

Matron will usually be present when prospective parents are shown round the House or when parents are entertained in House at the beginning and end of terms or on

other important House occasions. Matron will be expected to play a full role at all times along with the other House staff in reassuring parents that their children are in safe and competent hands. This is especially important when dealing with the parents of new pupils.

Administrative Tasks

There are a number of important, if generally routine administrative tasks Matron is expected to perform. Amongst others:-

- Recording all consultations, treatments given and doses of medicine dispensed in House
- Recording pupil absentees, pupil appointments and related matters
- Recording laundry lists and related pupil charging sheets
- Keeping financial records of all purchases made for House
- Maintaining a record of fire alarm tests in line with school procedures
- Maintaining taxi lists etc and lists for the recharge of extras to pupils at the end of each term
- Maintaining maintenance request form files

In addition, Matron may be expected to administer the boys' pocket money through the House bank.

Communication with other Departments

Matron will liaise with the Accounts department as necessary in respect to purchases, extras and related financial transactions and will liaise with the Estates department on maintenance issues and with the Domestic Services Manager in respect to cleaning and house provisions matters. Matron will liaise closely with the Medical Centre on all medical issues affecting pupils. Finally, the School's trading subsidiary, Fettes Enterprises Ltd runs summer lettings of school facilities including the boarding houses and Matron will liaise with Fettes Enterprises at the end of term and of the holidays to agree an inventory of the House before and after the lets.

Hours of Work and Holidays

This role is a residential one and Matron is expected to be on duty for the 38.5 hours as detailed below. Hours during the early part of the day will be covered by another Matron based in Kimmerghame. During the 5 days of duty Matron will also be on call out of normal working hours, but this will be for emergencies or genuine need reasons only. When on call Matron needs to be within easy contact and distance of the House in case she is required. In that event time off in lieu will be granted by arrangement with the Housemaster.

Matron is expected to stay on at the end of term and to resume work before the start of a new term as required to stand the House down or set it up for the pupils returning from the holidays. This is not expected to require more than 2 days in each case.

With the school year being approximately 36 weeks, Matron's holiday entitlement is therefore 16 weeks less the stand-down and set-up time above. This recognises the long term time hours required for this role. The school has two Recommended Leave weekends per term and Matron is not required to work then.

Duty Hours

Monday	Off Duty
Tuesday	1330 - 2200 (on call 1900 - 2100)
Wednesday	1330 - 2200 (on call 1900 - 2100)
Thursday	1530 - 2200 (on call 1900 - 2100)
Friday	1530 - 2200 (on call 1900 - 2100)
Saturday	1330 - 2200 (on call 1900 - 2200)
Sunday	Off Duty

Matron reports directly to the Housemaster and will receive a regular appraisal from him and from the Head of Pastoral Care. In the event of problems arising which cannot be resolved directly between Matron and the Housemaster, the matter will be referred to the Bursar and/or Head of Pastoral Care to resolve.

Ordinarily, Matron is expected to attend meetings of matron staff with the Head of Pastoral Care at least once a term.

PERSON SPECIFICATION

Knowledge and Experience

Essential

- Communication Skills must be exceptional
- Organised individual
- Domestic experience

Skills and Attributes

- Computer-literate
- Regard for young people
- Friendly but firm manner

You will ideally hold a recognizable Childcare or Social Care Qualification or be willing and able to obtain this within a given timeframe with our support. It is a

requirement that Matron is registered / registers with the Scottish Social Services Council (SSSC) or a similar regulatory body.

Continuing professional development will be encouraged and funds allocated to Matron for the purpose (up to a maximum of £300 p.a.).

BENEFITS

Matron's place of work is Kimmerghame House. A comfortable flat within the House is provided all year round which is rent and rates free. A nominal charge for utilities is made as a taxable benefit in kind.

The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate.

You will be opted in to the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Further details will be outlined in the contract of employment.

Meals, whilst on duty, may be taken in the Dining Hall free of charge. Membership of the Health Club operated by the Trust's trading subsidiary (Westwoods) is available as a taxable benefit.

New staff at Fettes join a friendly and supportive team with a vibrant mixture of age and experience. We value every member of staff's contribution to the life of the School.

APPLICATION PROCESS

To apply please submit your CV and a covering letter outlining your suitability for the role via email to: recruitment@fettes.com. If you would like further information prior to applying for this role, please contact Ms Carolyn Harrison, Head of Pastoral Care on 0131 332 2281.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Closing date for applications is 24th May 2019.



ABOUT FETTES

Fettes College is a leading HMC co-educational boarding and day school close to the heart of Edinburgh. It has a strong tradition of academic, sporting and cultural excellence underpinned by outstanding pastoral care. Fettes opened its doors in 1870 and became fully co-educational in 1980: it is now an Independent school of some 760 boys and girls. There are 550 pupils in the Senior School (13-18 years) and 210 pupils in the Preparatory School (7-13 years). The academic staff in the College consists of the Headmaster and 80 full-time members of the Common Room. Our Prep School shares the same site and consists of a further 25 full-time teaching staff.

The School stands on a magnificent site of approximately 100 acres, but still within walking distance of Edinburgh's city centre. The historic main building holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. A large newly built teaching block (the Spens Building) houses Art, Modern Languages, Mathematics, Economics, Geography, and Music. The Theatre, Science Laboratories and Dining Hall are adjacent. The Preparatory School and seven further boarding houses (including a purpose-built U6th House) are also on the campus. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent.

As well as our teaching staff we employ over 220 Non-Teaching Staff across the many departments, including; Estates, Security, Housekeeping, Finance, Admissions and Marketing with a pervading sense of community amongst staff, pupils and parents alike.

The Aims of the College

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core.

To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth and are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and team-work
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin or religion
- Are encouraged to stretch and challenge themselves in everything they undertake