

Prepared: Second Master / HRBP	Ref: Boarding House Matron/House Assistant
Approved: Second Master	Date: 26 April 2023

Job Profile

Boarding House Matron/House Assistant

Reports to: Boarding Housemaster/Housemistress, Deputy Head Pastoral

To oversee the domestic arrangements for boarders within the house, with particular responsibility for assisting with the pastoral care of those in the house and contributing to the supervision and wellbeing of the boarders. Responsibility also for clothing and ensuring the boarding accommodation is kept clean and tidy.

Key Responsibilities

Pastoral Care

- Support the Boarding Housemaster/Housemistress in the provision of pastoral care to the pupils
- Liaise with parents and the Medical Department as required
- Attend various meetings as required
- Collect post from School Office and leave in Matrons' room for collection by pupils, passing on relevant messages to pupils as necessary
- Assist the Boarding Housemaster/Housemistress with room/dorm list for each term
- Assist with the registration of various years/groups of pupils in the mornings, as required
- Participate in assembly notices
- Ensure pupils adhere to the School's dress code
- Put clean laundry away and repair individual pieces, where necessary
- Ensure pupils undertake the weekly bed change
- Accompany Boarding Housemaster/Housemistress on their formal weekly room inspection
- Monitor bedrooms, communal and study areas for cleanliness/tidiness, including appropriate materials on display
- Ensure pupils leave their rooms clear at the end of term
- Receive pupils back into the house before the start of each half term
- Attend pupil induction and open days required
- Be the responsible adult within the house in case of emergency
- Assist in providing cover for Boarding House Matron/ House Assistant absence in other houses if needed

Domestic Duties

- Light cleaning duties to include dusting and polishing, vacuuming, removal of rubbish
- Prepare the house for pupils the week before term starts
- Organise for laundry to be despatched to the laundry department
- Sew on individual name tapes where necessary
- Organise for dry cleaning to be sent off and associated charges to pupils' bills made
- Assist in overseeing house cleaning and identifying priorities

- Undertake regular house inspections with the Housekeeper
- Arrange for general repairs by notifying the Maintenance Department of problems via maintenance chit system, and reporting those likely to involve student charging to the Boarding Housemaster/Housemistress.

General

- Adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- Comply with both Worth School and Worth Abbey and departmental Health and Safety policies, procedures and risk assessments.
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements.
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- Conduct from time to time, any other duties as may be required but within the scope of this job profile.

Qualifications, experience and knowledge

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Working knowledge of Microsoft Office applications (including Word and Excel) • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in an educational and/or school environment

Competency profile

- **Customer focused** – recognises and focuses on the varied needs of pupils, parents and staff
- **Communication** – communicates information in a clear, concise and open manner at all levels, both verbally and in writing
- **Team working** – works closely with immediate team and proactively cooperates with all colleagues across the School and Abbey
- **Planning** – prioritises own workload and identifies obstacles to achieving results
- **Drive to deliver results** – demonstrates focus and determination to complete and deliver results which achieve personal objectives



- **Flexible approach to change** – adapts to meet the short- and long-term changing demands of the job

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.