



King Edward's

W I T L E Y

Job Description – Resident Matron (Twinned Houses)

Overall Purpose

The Matron plays a support role in establishing and maintaining House routines and in the pastoral and medical care of pupils. It is essential that he/she has a close, trusting and complementary working relationship with the Housemaster/Housemistress, who will manage him/ her for day-to-day issues. Other matters may be referred to the Deputy Head and then ultimately to the Head. Although the Resident Matron is employed in a specific boarding house, the post-holder may be asked to work elsewhere in times of need.

The Matron is expected to build up a positive relationship with all of those who live and work in the House. This will include the Assistant Housemaster/Housemistress, resident tutor, visiting tutors, cleaners and pupils both in their own House and the paired House. No distinction whatsoever should be drawn between boarding and day pupils, as the Matron is expected to provide the same care for both in equal measure. Since the Matron is an ever-present figure in the House, it is his/ her responsibility to provide a homely environment and a cordial welcome to all visitors, and especially to parents/guardians of both boarders and day pupils. Furthermore, the Matron is often around at times when other staff are not and consequently sees a range of behaviour and issues that he/she can be deal with instantly and effectively.

The position also requires the Matron to play a full and active part in the wider life of the school community and to reinforce the ethos of the School from their unique standpoint. A good Matron is one capable of making decisions and showing initiative and should be encouraged to do so by their manager. The Matron has the same responsibility and authority as all members of staff to ensure that pupils reflect credit on the School at all times.

The main areas of responsibility provide the starting point for the Matron's role, but it is fully anticipated that the Matron will be proactive and use initiative as the situation demands. Accordingly, Matron must be generous with time and responsive to the needs of pupils.

Reporting to: Deputy Head

Location: King Edward's Witley

Hours of work: Full time

Annual leave: As per school holidays unless otherwise agreed.

Accommodation: Single accommodation is provided within a boarding house without charge for rent or utilities, in addition to all meals during term time. The accommodation, which also has cooking facilities, is available throughout the year.

Main duties and Key Responsibilities

The happiness, welfare, safety and health of all pupils in the House

- Daily contact with each pupil to build up a relationship, to provide a sympathetic ear and to spot when things may be likely to go wrong
- Supporting members of the House at sporting and other major events
- Regular contact at a weekly scheduled meeting with Sister in The Medical Centre to share information and to help with the attendance of pupils at appointments. If members of the House have been admitted to the Medical Centre, Matron should visit them
- Looking after pupils with minor illnesses and giving out non-prescription medicines. Appropriate records must be kept
- Dealing with any illness at night
- Regular contact with the Sewing Room to co-ordinate major clothing repairs and exchanges of garments, as Matrons should not hold stocks of uniform
- Ensuring that laundry is administered in accordance with the published schedule. Matron collects and issues laundry, but does not undertake washing except in an extreme emergency
- Holding and selling a small stock of personal items (e.g. soap, toothpaste) that pupils may need to supplement the provision of the School Shop
- Communicating with parents/guardians over relevant matters of concern for the personal welfare of a pupil

Daily routine

- Being familiar with the daily routine, as shown in The Staff Handbook
- Waking boarders in the morning, opening curtains and unlocking the House
- Ensuring that beds are made
- Greeting day pupils and their parents as they arrive
- Daily checks on uniform, shoes and appearance to ensure that each pupil meets standards; Matron should also undertake minor repairs
- Attendance at Head's Assembly and Chapel is desirable but by agreement with Housemasters and Housemistresses, Matron can stay in House to complete registration and to oversee any late arrivals if necessary. Attendance at Sunday Chapel is compulsory if on duty
- Ensuring that those members of the Sixth Form who are entitled to work in House during the day do so quietly and effectively
- Checking on pupils who return to the House during the school day to collect forgotten items. Any who are constantly returning should be reported to the Housemaster or Housemistress
- Being available in the lobby and break-time and lunchtime and at the end of the academic day to create a presence and to build up the relationship with pupils and the parents of day pupils as they arrive to collect
- Ensuring that members of the House are attending meals and that day pupils are signing in for these meals by attending breakfast and tea on a regular basis
- Being in the Activity Area after prep to support the member of staff on duty and making toast and hot drinks for pupils
- Being a presence upstairs at bedtime to support the duty member of staff in settling the House for the night

Administration of the House

- Liaising regularly with the Housemaster/Housemistress, the Assistant Housemaster/Housemistress and tutors over the welfare of pupils. This will be achieved by maintaining a duty record, supplying a handover to staff at the start of a duty and meeting formally with their manager regularly
- Attending and helping with roll call and other House meetings
- Maintaining an up to date notice board in the House
- Completing the register of attendance in the morning on the database, if requested to do so
- Being fully aware of the National Minimum Standards for Boarding and all School policies on Safeguarding and Child Protection, Fire and Health and Safety, as outlined in The Staff Handbook, and implementing them as necessary
- Being available to help pupils and parents at the start and end of holiday periods. This includes helping with the safe storage of items that it has been agreed can be left over a holiday period.
- Dealing with lost property

The fabric of the House

- Checking daily all rooms to ensure that beds are made, curtains are open and that there is a sense of tidiness
- Establishing a good working relationship on a day to day basis with the cleaners to ensure that high standards of cleanliness are being maintained at all times by establishing day to day prioritisation of cleaning tasks
- Reporting accurately and in detail to the Estates Department about repairs or damage in the House so that it can be addressed effectively
- Dealing with minor repairs of soft furnishing, when possible

Provision of support beyond the House

- Each Matron should work very closely with the Matron of the paired House to ensure that cover is provided in both during the working day. This is especially important when the Matron of the paired house is off duty
- Matrons have a significant role to play on Admissions Day, Open Days, Bridewell Day, Leavers' Day and Awards Ceremony and are expected to be available to help as required
- Matrons may be required to accompany pupils in their House to The Medical Centre and then to hospital at the request of the member of staff on duty in the Medical Centre
- Matrons may be required to cover the Medical Centre in an emergency, if staff there are dealing with other situations
- Matrons have a duty to challenge untidy appearance or unsatisfactory behaviour whenever and wherever it occurs and to employ the School's Sanctions Policy, if necessary

Typical daily routine for a Matron

Minor variations as agreed with Managers are acceptable and the tables below are supplied as general guidelines.

07.00	Unlock the House and wake pupils. Ensure that they go to breakfast; preliminary check on rooms to ensure that pupils help to tidy them before lessons
07.40	Go to breakfast
08.10	In House to greet day pupils and to check appearance prior to Roll Call, Head's Assembly or Chapel
09.00 – 12.00 Or 14.00 – 17.00 (Matrons are not expected to work throughout both periods of time)	A range of tasks to be done during a time period:- <ul style="list-style-type: none">• A thorough check of rooms for tidiness and necessary repairs; check the work of the cleaners• Visits to Sewing Room, Laundry, Medical Centre, reception• Check on Sixth Form doing private study in their rooms• Organise laundry and undertake minor repairs Break time for Matrons is shortly before the pupils return for their break
10.55 – 11.15	Supervision of break time
12.00 – 12.45	Off duty; Matrons' lunch
13.00 – 14.00	Supervision of pupils in House or outside as designated
14.00 – 16.00	Off duty
16.00 – 17.45	Supervision of pupils in House or outside as designated
17.45 – 18.30	Tea
18.45	Roll call
19.00 – 20.30	Off duty
20.30-21.00	At the end of prep make toast and hot drinks and supervise leisure areas; liaise with duty staff to ensure good levels of supervision
21.00 – 22.00	Staff bedtime routine, work alongside duty tutor for pupils house jobs and start of bedtime routine
22.00	End of duty

No days are the same and the details above provide a framework to which the Matron should work. However, flexibility and initiative are important to meet the needs of the operation of the School.

Working hours for Matrons

Of necessity, Matrons' working hours will vary according to the needs of pupils and of the House/s to which s/he is attached.

Matrons are expected to be in School for twelve working days per annum, at the beginnings and ends of a term to provide the necessary assistance both within their House and in other parts of the School, as required, or to undertake training. In this instance the term "working" refers to days when all areas of the School, such as the Sewing Room, laundry and Reception, are normally working. These days will not normally be weekend days or Bank Holidays, except when notified accordingly in by The Director of Finance and Administration. These days will be spread throughout the year in a pattern that is defined on an annual basis to take into account the likely presence of holiday lets.

Working days before term	Term	Working days at the end of term
3	Autumn	1
2	Spring	2
2	Summer	2

Specific dates for working days at the beginning and end of terms will be notified to Matrons twelve months in advance of the academic year to which they refer.

Person specification

Whole-school attributes

- personal charisma: warmth, integrity, self-awareness, empathy and kindness
- enthusiasm for, and commitment to, high quality, inspiring teaching and to the subject
- mental agility demonstrated through innovation and flexibility with good attention to detail
- stamina and grit
- sound judgement
- good sense of humour and appreciation of others
- willingness to challenge, evaluate, monitor, refine and revise with a view to continuing improvement
- the capacity to inspire loyalty

Whole-school experience, knowledge, and skills

- ability to listen well and think clearly in difficult situations
- be a fine role model
- foster habits of excellence and a culture of independent thinking
- strong interpersonal skills, communicative abilities, numeracy, and emotional intelligence
- high levels of personal organisation and professional efficiency
- excellent time management: ability to prioritise yet keep in mind a granular level of detail
- evidence of continuing professional learning
- building strong relationships
- knowledge of the legislation regarding schools related to the role of the post holder

Role-specific attributes, skills and knowledge

- Ability to communicate effectively with staff, pupils, prospective and current parents and any other stakeholders
- Ability to manage and inspire children from a wide variety of backgrounds, ethnicities, social and economic circumstances
- Sense of initiative, ability to work independently in a demanding role requiring stamina, resilience and sensitive decision-making
- Ability to maintain an orderly environment
- Knowledge and understanding of child safeguarding and child protection
- An empathy with the aims and ethos of the School.
- Willingness to support and contribute to the varied life of the School