

## Matron

### Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p><b>Job Title:</b> Matron</p> <p><b>Department:</b> Boarding Houses</p> <p><b>Location:</b> Talbot's House</p> <p><b>Job purpose:</b> To deputise for the Houseparents and/or, Assistant Housemaster, and to assist the Houseparents with the operation of the house</p> <p><b>Reporting Line:</b> Boarding House Housparent(s)</p> <p><b>Hours:</b> 1.00pm to 6.30pm Monday to Friday and 9.00am – 5.00pm on Sundays, term time plus two weeks in the school holidays</p>
<p>Main duties and responsibilities</p>	<p>The main duties and responsibilities of the Matron will include (although this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• To deputise for the Houseparents and/or, Assistant Housemaster. S/he will be responsible for the routine pastoral welfare of boys in the House when on duty.</li> <li>• To assist the Houseparents with the operation of the House and report any routine maintenance/repair requirements or health and safety concerns to the Handyman or the Houseparents, as appropriate.</li> <li>• To take charge in the event of a fire, or a fire alarm test and evacuation exercise whilst s/he is the senior person present in the House, conducting a role call at the Assembly point. S/he should then report the situation to the Fire Brigade on arrival.</li> <li>• To arrange medical visits, accompanying boys as necessary and to ensure all medicines are correctly stored and administered according to the list prescribed by the School doctor. To maintain student medical records in good order and liaise with the School Medical Centre.</li> <li>• To supervise the Boarding House Cleaners and Laundry Assistants and ensure that a highest standard of cleanliness is maintained in the House. To assist with the induction training of new cleaners and ongoing training of existing cleaners, monitor standards of cleaning and ensure observance of Health and Safety precautions.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To liaise with the School Maintenance Team and external contractors when necessary, (electricians, plumbers etc.) to arrange routine and emergency maintenance.</li><li>• To conduct tours of the House for the benefit of prospective new boys and their parents when the Housemaster is unavailable.</li><li>• To collect travel plans for boys holding Tier 4 visas and ensure that the travel spreadsheet is kept up-to-date for exeats, half-terms and holidays</li><li>• To contribute to the social life of the House and attend functions such as Induction Day, the House Christmas Dinner and the House Barbeque at the end of the Summer Term.</li><li>• To carry out any other reasonable duties as required by the Housemaster.</li><li>• To undertake training in any of the above duties (e.g. First Aid), in accordance with individual requirements.</li><li>• To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.</li></ul> |
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

## Person Specification – Matron

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	<b>Essential</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	<p>Good general standard of education</p> <p>Current full driving licence</p> <p>First Aid qualification or the willingness to complete one</p>		<i>Certificates</i>
<b>Experience</b>		<p>Experience in a similar type of role</p> <p>Experience working with children / in a school environment</p> <p>Experience in a supervisory role</p>	<i>Application form and references</i>
<b>Skills and Knowledge</b>	<p>Effective interpersonal skills</p> <p>Effective time management and organisational skills. Ability to meet deadlines effectively</p> <p>High standards of self-motivation, self-discipline and integrity</p> <p>Ability to use own initiative and be proactive in finding solutions to problems</p> <p>Ability to earn boys' respect and to support the Houseparents in achieving appropriate standards of behaviour</p> <p>Ability to work as part of a team</p> <p>Able to work alone and complete tasks, remaining calm under pressure if disputes arise</p> <p>Good knowledge of proficient in using IT systems (including Outlook)</p> <p>Knowledge and understanding of health and safety issues</p> <p>Knowledge and understanding of child</p>		<i>Application form, references and interview</i>

	protection issues		
<b>Personal competencies and qualities</b>	<p>Willingness to attend on-going training</p> <p>Flexible approach</p> <p>Empathetic to the feelings and needs of all members of the House</p> <p>Approachable, with a sense of natural authority</p>		<i>Interview and references</i>