JOB DESCRIPTION

House Matron

Oswestry School
Founded 1407

Line Manager Housemaster/mistress

Job Purpose To provide the highest standards of pastoral care to the pupils of their boarding house.

Objective of the role To ensure that every pupil in the boarding house experiences care and feels 'at home'.

Responsibilities

Daily

- Provide an adult presence during agreed hours and cover emergencies.
- Respond promptly to the mobile and landline phone, email, door etc. during specified hours.
- Ensure high standard of uniform is maintained and monitored before leaving the House.
- Supervise laundry room administration: sorting and carrying out ad hoc repairs, make sure clothes are kept clean and replaced when necessary.
- Liaise with school's official laundry service and monitor pupils' own laundry activities.
- Ensure Sixth Formers and any others permitted to be in house are actively engaged during private study.
- Conduct and record daily room checks.
- Supervise standard of work of the cleaners.
- Observe and action maintenance needs within the House.
- Welcome all visitors and provide tours around the House, when necessary.
- Carry out any duties that may reasonably be requested.

Medical

- Arrange medical and dental appointments as appropriate and accompany pupils when necessary after arranging appropriate cover for the House.
- Ensure that there is a suitable medical supply in the house.
- Keep all records up to date and ensure all medical administration is logged.
- Maintain close liaison with the Medical Coordinator at all times concerning pupils, medical protocols, updates and provision.

Administration

- Keep all records up to date and help the Housemaster/mistress to write reports.
- Ensure bank letters, travel information and other important documentation are properly arranged and are posted on Osnet where applicable.
- Liaise with school's admissions team to ensure all information is accurate and shared in a timely manner.
- Ensure that all absences including sickness and travel arrivals and departures are entered onto Osnet.
- Organise house supplies (for example food for kitchens and toiletries).
- Oversee weekend cover rotas, and remind staff in the week before of their commitment.

Pastoral

- Be actively involved in the House mentoring system.

Extra curricular

- Organise social activities for pupils such as sporting events, quizzes, pizza parties and excursions at weekends when there is no official boarding trip. Liaise with the boarders to develop other initiatives and share ideas through the boarders' council.

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Other duties

- Assist in preparing for the all lettings.
- Participate in the school's staff training programmes as well as rounds of performance management for boarding staff.
- Be on hand to assist Housemaster /mistress before term starts and after term has finished - dates to be agreed in advance with the Housemaster/mistress.

Personal qualities

The post holder will:

- Set an exemplary personal standard of dress, behaviour and personal hygiene.
- Play their part in an energetic, cohesive, hardworking team.
- Be professional, flexible, conscientious, and able to act with discretion at all times.
- Work with initiative in a calm and patient manner.
- Demonstrate a genuine warmth and interest in the pupils' care.
- Communicate effectively at all levels with pupils, staff, parents and carers.
- Have a warm and sympathetic personality.
- Have an understanding of different cultures and practices.
- Possess tact and good listening skills.
- Deal with emergencies calmly.
- Be patient and have a sense of humour.
- Be good at organisation, with written and IT skills.
- Demonstrate practical skills for housekeeping.

Qualifications

- DBS checked.
- Valid UK driving licence.
- Upon appointment:
    - Relevant safeguarding training.
    - First aid.
    - Fire Marshall training.
    - National Minimum Standards for boarding schools.

Signed	**Signed** .....
Print name	**Print name** .....
Dated	**Dated** .....
(Post holder)	*(Line Manager)*