



TWYFORD
SCHOOL

JOB DESCRIPTION

Matron



The School: Twyford is a successful co-educational, independent day and flexi-boarding prep school for pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 25 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Job Purpose: Providing first aid/medical care and associated administration to pupils. Working as a member of the Matron team, to promote the health, wellbeing and protection of all children at Twyford School.



Contract:	Permanent Contract, Part-time, Term time plus 5 training (inset) days, throughout the year.
Working hours:	10.00am – 2.30pm, Monday to Friday during normal school term time. Flexibility to provide First Aid support outside of normal hours, particularly during Pre-Prep events where parents are in attendance e.g. carol service, sports day, bonfire night. The post holder will predominantly be based in the Pre-Prep department (Nursery to age 7) but will spend at least 30 minutes each day supporting the Prep department (age 8 to 13).
Salary:	0.43 FTE. The FTE salary range is from: £25,196 (pro-rata salary £10,834) up to £33,494 per annum (pro-rata £14,402), per annum depending on qualifications and experience.
Paid Holiday:	5.6 weeks (deemed to be taken during School holidays).
Inset Days:	Five days per year (7.5 hrs per day, excluding 30 min lunch break).
Start Date:	As soon as possible.
Reporting Line:	Lead Matron

DUTIES AND RESPONSIBILITIES

Working as a member of the Matron's team.

First Aid

- Administer medical support to all pupils.
- Ensuring first aid supplies are available and first aid kits are maintained and re-stocked as used/per protocol.
- Have an oversight of all firstaid kits and locations ensuring they remain accessible.
- Check working order and expiry dates of the Defibrillators as per protocol.

Medication

- Prepare first aid kits, medication and supporting items for school trips.
- Liaise with Parents regarding medication that needs to be administered in School ensuring consent forms are completed and medication is in date and stored safely and correctly.
- Check expiry dates of all stock first aid items including medication as per protocol.
- Management of pupil 'red' bags ensuring the contents are correct, pupils' photos are up to date as well as the instructions for medicine administration.
- Notify parents when replacement medication is required due to upcoming expiry dates.
- Liaise with outside agencies such as allergy nurses and asthma clinics.

Record Keeping

- Ensure all health and treatment records are maintained on the school MIS system (iSAMS).
- In consultation with the School Nurse & Lead Matron, ensure children who have an individual health care plan are supported.

- Ensure medical updates are added in a timely manner to the master PowerPoint presentation which is accessible to all staff.

Staff Training/Communication

- Ensure First Aid training is up to date.
- Ensure in-house training on inhaler/Auto adrenaline injector/defibrillator usage is arranged as needed to ensure staff remain confident in their usage.
- Ensure medical information including medication consent is placed on ISAMS and shared with appropriate teams/staff.

Monitoring

- Be present in the dining hall at lunchtimes to monitor allergen pupils and provide medical intervention if needed, with the backup of the Matron's Team.

Liaising with Parents

- Daily communication with parents regarding injures/head bumps that require parents to be informed via email or by telephone.
- Liaise with Pre-Prep Secretary and Matron's Team as to the content that goes out in medical communications to Parents.

All staff are expected to:

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- Work in a co-operative, diplomatic and flexible manner.
- Carry out any other reasonable duties as requested by the Headmaster or Bursar.

Person Specification

The successful candidate will have experience or be able to demonstrate the following attributes:

- First aid skills (or willingness to learn)
- Use of knowledge to assess whether someone is deteriorating and needs further medical attention.
- Excellent communication skills and the ability to build trust with pupils, staff, parents and be approachable, caring and compassionate.
- Ability to write up to date medical records and a very good understanding of IT.
- Must show continuous personal development and keep up to date with current practice.
- Motivation to work with children and young people.

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Ability to make sound decisions.

Personal Attributes

- Matrons are a small team, and the successful candidate will be expected to maintain a 'can-do' positive attitude, be flexible to changing demands in a fast-paced environment and be easy to get on with.
- Be self-motivated with good communication skills.
- Clear understanding and belief in the ethos of Twyford School.
- Professional, combined with a warm and approachable personality and with a sense of humour.
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate.
- Ability to work independently with initiative and as part of a team.

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Updated December 2023

Additional Information:

The School also provides a range of benefits for staff including:

- Access to extensive professional development opportunities.
- Access to Employee Assistance Programme.
- School Fees Remission.
- Free life assurance benefit.
- Free lunch and hot beverages during term-time.
- Free parking on site
- Staff swimming sessions in our indoor swimming pool.
- Cycle to work scheme.

For more information about the School and an application form (CVs alone will not be considered) please visit our website, www.twyfordschool.com. For further information, please contact Mrs Vanessa Chapman, HR Manager on 01962 712269 or recruitment@twyfordschool.com.

The closing date for applications: **Monday 15th January at 9am**

This vacancy may close prior to the stated date and interviews will take place as a suitable field of candidates is obtained. Early submission of applications is recommended.

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).