

# SEVENOAKS SCHOOL

## Boarding House Matron – Term Time Only

### The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 39.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 85.8% A or A\* grades, and 58% A\*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

### The Role

It is vital for the efficient management of the house that the Housemaster, his spouse, Assistant Housemasters and Matron work closely together and keep each other informed of matters affecting the pupils' welfare.

The Matron is responsible to the Housemaster for their duties within the boarding house. The overall responsibility for pupils' welfare, including medical care, lies with the Housemaster and the Matron will normally be delegated this responsibility during the working day. The Matron is accordingly responsible to the Health Centre staff for matters relating to the medical treatment of pupils within the house. They will also be responsible to the Director of Personnel for matters relating to the administration of support staff employed within the house.

### Reporting to

Boarding House Matrons are responsible to the Boarding House Master.

## **Responsibilities**

This role is initially to work in the International Centre Boarding House for Boys, however, the successful candidate may be required to work in any of the boarding houses across the school, as and when needed.

The following list is not exhaustive but is intended to show the range of tasks required of the Matron. Some tasks are done regularly, some infrequently:

### General

- Responsible for the security of the house and pupils whilst on duty;
- Supervise the houseman and cleaning staff, including recruitment process;
- Report any defects beyond the scope of the Houseman to the Estates Department for action;
- Collect prospective pupils and parents from Claridge House and, in the absence of the Housemaster, show them around the house;
- Liaise with parents and staff when appropriate by phone and e-mail;
- Maintain a good liaison with pupils e.g. by being present at break and lunch time;
- Liaise with catering department regarding weekly food stores requests and weekend catering numbers;
- Ensure pupil disbursement forms are raised where necessary for charges in connection with activities within the house e.g. driving lessons, sports coaching etc;
- Maintain petty cash float for minor items;
- Issue order forms for suppliers;
- Check cleanliness of pupil bedrooms and communal areas;
- Ensure that domestic staff make necessary preparations for holiday lettings;
- Assist with pupils' travel arrangements e.g. taxis, visas, inoculations, passports;
- Assist with house social functions e.g. break up suppers, dances, Leavers' Day;
- Assist with compilation of study leave timetables to ensure correct supervision;
- Provide administrative assistance to the Housemaster;
- Supervising (and assisting with) laundry arrangements for the house.

### Medical

- Care for any pupil who is ill within the house and liaise with Health Centre as necessary;
- Maintain medical cupboard supplies and collect prescriptions on behalf of pupils;
- Accompany pupils to hospital, doctors, dentist, clinic appointments where pupils are under 16 or the pupil requires transport (using own transport where necessary);
- Maintain house medical records;
- Arrange necessary vaccinations and medical examinations for new pupils;
- Assisting with preliminary work on medical examinations for new pupils.

### **Skills and Experience**

- Professional manner with the ability to keep calm at all times, even when under pressure
- Experience of dealing with young people
- Ideally some nursing experience or background.

- The Matron will be required to obtain an approved First Aid qualification and to re-qualify as necessary so that it is always valid (with the costs of both qualification and re-qualification being met by the school).
- Basic IT skills e.g. use of Outlook, Word and email.
- Administrative and organisational skills
- Strong customer service skills with the ability to communicate and work with all types of staff, students and parents.
- Basic mathematical ability in order to deal with budgets and invoices etc.

### **Hours of work**

#### Term time

- 0800-1700 Monday to Friday with a one hour lunch break 1200-1300

#### School holidays

- Up to 10 working days per annum after the end of term and prior to the start of term

Whilst these are the standard hours, there will be occasions when the matron will be required to work outside these hours.

The matron may also be asked to assist with lettings of school accommodation during holidays and payment for these duties will be in addition to the salary quoted below.

### **Salary**

Based on a full-time equivalent of £26,568 p.a. The actual pro-rata salary will be £23,190p.a and the hourly rate is £12.77p.

### **Transport**

The matron must hold a valid UK driving licence and is expected to use their own vehicle for transporting pupils where necessary. A mileage allowance is paid for the use of the vehicle on school business and the school's insurance policy provides comprehensive cover in the event of an accident whilst on school business.

### **Pension**

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

### **Holidays**

Holiday entitlement is pro-rata of 28 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. As holiday cannot be taken during term time, holiday will be paid in with the annual salary.

### **Offer**

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the

applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

### **Child Protection**

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

### **Note**

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

### **Application**

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted by email but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.