



Bishop's Stortford College

GRIMWADE VISITING MATRON

AVAILABLE JANUARY 2022

BUILDING CONFIDENCE FOR LIFE

Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country. It is a wonderful place of learning, in a beautiful setting on the edge of a market town between London and Cambridge.



Are you looking for an active and varied role within a friendly and purposeful community?

Bishop's Stortford College is a place of learning that provides an outstanding range of opportunities for developing well-rounded, skilful and happy young people, enabling them to build confidence for life.

There is a continuous buzz of activity around the College and while the Teachers provide an exceptional level of education to our pupils; the Professional Services teams work hard to ensure they can do this in a beautiful environment with the best facilities.



There are two matrons in Grimwade House, one who is resident; the other is a visiting matron. They, along with the Houseparents, are responsible for the pastoral welfare of the boarders and their domestic requirements. They alongside, currently, the Housemaster's wife, provide cover and 24 hour care for the Prep School boarders in Grimwade House.

CLOSING DATE FOR APPLICATIONS: MONDAY 13TH DECEMBER, 9AM
INTERVIEWS WILL BE HELD: WEEK OF 13TH DECEMBER 2021



Judged 'excellent' in all areas by
the Independent Schools
Inspectorate

INTRODUCTION TO THE PREP SCHOOL

Bishop's Stortford College Prep School is an independent, co-educational day and boarding school for pupils aged 4 – 13 (630 on roll). It is the Preparatory School for Bishop's Stortford College to which most of the Prep School pupils transfer at the end of Year 8.

The Prep School is a superb place to teach and learn. The pupils are delightful and the staff hard-working, committed and full of energy; there is a shared sense of humour among the staff which makes working there such fun. Visitors often

comment on the buzz to the Prep School and the positive, happy atmosphere one experiences when they arrive. Relationships between pupils and staff are key to generating and sustaining this environment and the staff know very well that these important years are an integral part of building confidence for life.

Please visit the College website www.bishopsstortfordcollege.org to view our last ISI Inspection Report, of which we are extremely proud, and to get a flavour of all that goes on here.



150+ years old



Set on 100 acres site



Small class sizes



120+ sports teams



Indoor swimming pool



State of the art
fitness centre

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Grimwade Visiting Matron
Terms	Part-Time (Term-Time); 3 week rota averaging 22 hours per week and included Sundays.
Reports to	Head of Grimwade

Overview

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Main Functions

- Ensuring that pupils have all they need to remain clean and hygienic.
- Helping ensure that pupils are dressed appropriately during the day and at night.
- Washing, cleaning, ironing and mending clothing and bedding as required.
- Creating appropriate bathing and cleaning rotas for pupils and laundry rotas for pupils' clothes and bedding.
- Escorting the youngest pupils to and from meals and helping to promote the safety of all pupils around the hot drinks machine and any other risky areas.
- Monitoring eating habits and table manners.
- Providing and storing school kit for sports if necessary.
- Serving break-time drinks and snacks to the boarding pupils.
- Monitoring and giving pupils access to their tuck boxes.
- Administering over the counter medicines or prescriptions and recording and communicating times and doses in line with College practices and to comply with regulations.
- Liaising with the Medical Centre over doctor visits and pupils requiring medical assistance beyond the scope of the job holder's training.
- Keeping the Houseparents informed of relevant medical conditions or events.
- Meeting and greeting new and existing pupils and parents as required.
- Supervising/ organising changing and bathroom rotas in an age appropriate manner.
- Collecting food from the dining room for those boarders who may miss meals due to extra-curricular commitments.
- Helping the late duty staff with after lights out supervision and making final rounds to secure fire doors between 10.15pm and 10.30pm if this time coincides with the duty rota.
- Accompanying boarders on hospital and dental trips as necessary.
- Keeping records according to current House practice and ISI regulations, including liaison with and communication with the Medical Centre.
- Attending Whole College and Prep School Open mornings as required.
- Attending major events which boarders take part in such as Carol Services, plays, concerts and Speech Day as required.
- Assisting with communication for, and tours of, agents representing prospective overseas boarders' families.
- Assisting with tours for prospective families.
- Undertaking Sunday duties which may be on a rota.
- Providing reasonable cover for absent staff through duty swaps or overtime.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
 - CV
 - Application Form
 - Interview
 - References
 - Documentary Evidence
 - Medical Questionnaire
 - DBS Application
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Education and Qualifications

Essential

- GCSEs or equivalents in maths and English
- First aid qualification or willingness to undertake appropriate training

Experience and Skills

Essential

- Wanting to work with children as part of a boarding community
- Ability to work well with colleagues
- Good organisational ability
- Experience of working with children
- Ability and willingness to provide general day to day domestic care e.g. laundry, simple sewing and ironing.
- Basic ICT skills

Desirable

- Experience of a residential setting
- Ability and enthusiasm to become involved in boarding activities and events

Personal Qualities

Essential

- Flexibility
- Good communication skills
- Calmness under pressure
- Ability to get on with colleagues and pupils
- Sense of humour
- A caring nature, enthusiasm and commitment
- Loyalty

Other

Essential

- Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.
- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.