

## **Assistant Matron (Part-Time, Term-Time Only) Boarding House**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint an Assistant Matron to join a friendly and supportive team who is enthusiastic, flexible and organised individual to look after the boarding pupils. The position is available from September 2018.

### **OUTLINE OF POST:**

The role of the Assistant Matron at Whitgift is to support the Matron; together they are incredibly important to the running and success of the House. The Assistant Matron is a component of the House team and the role involves significant responsibility. The Assistant Matron has an important role supporting the Housemaster and Matron maintaining a 'home-from-home' atmosphere and ensuring the health and happiness of the boarders. The success of the Assistant Matron's appointment will depend on the strength and quality of the relationship with the Matron and the rest of the House team.

The Assistant Matron's role is constituted of two different functions:

- Pastoral and Health Care
- Housekeeping or House Administration

Competence in both areas will be equally important to the success of the role.

### **MAIN DUTIES AND RESPONSIBILITIES:**

It is difficult to exhaustively list all duties and responsibilities. However, these are the main responsibilities of each function:

#### **Pastoral and Health Care:**

- To monitor the health, diet and personal hygiene of boarders and to refer boys who are unwell, injured or who have health/medical problems to the Medical Team or the School doctor.
- To report actual or potential risks to the safety or welfare of children in the school to the Housemaster or Child Protection Officer.
- To keep the Housemaster and parents informed of all significant illnesses or injuries
- To build and maintain close relationships with parents and to be available to parents at the start/end of terms.

- To operate a number of surgeries each day and to administer medication, whether prescribed or non-prescribed in accordance with School policy, Patient Group Directives, MOSA guidelines and the National Minimum Standards.
- To keep detailed records of all medication and first aid administered to boys in the house. The record should give name, date, medication/treatment, reason for administration (if not prescribed). A written record must also be kept of all illness, accidents and injuries to boys.
- To liaise with the Medical Team regarding the medical treatment of boarders and to advise the School of boarders with medical conditions.
- To look after boys who are sick in the house (in sick bay) and to take boys to hospital if injured or if they have other appointments.
- To ensure the cleanliness of sick bay.
- To ensure that medicine cabinets and first aid bags are regularly stock checked in accordance with the National Minimum Standards, MOSA guidelines and in liaison with the Medical Team .
- To ensure medical records and medicines are kept secure and that proper confidentiality is maintained.
- To issue off games notes as appropriate.
- To monitor the tidiness of boys bedrooms, common rooms and kitchenettes.
- To uphold the standards of dress expected at Whitgift.
- Whilst not a disciplinary role the Assistant Matron must uphold the authority of the Housemaster, the School and the application of School rules. To this end the Assistant Matron needs to be conversant with the School's rules/discipline structure.
- To eat meals with the boys when on duty.

#### **Housekeeping:**

- To liaise with Sarah Harvey regarding the recruitment and supervision of domestic staff (both cleaning and laundry). The Assistant Matron must be familiar with Child Protection and safeguarding procedures.
- To monitor the performance of domestic House staff – including timekeeping.
- To brief the cleaning staff on a regular (or daily) basis about any issues or special requests.
- To organise the boy's laundry, dry cleaning and mending of clothes (laundry to be done within the house, dry cleaning and mending to be sent away) and to offer sufficient opportunity for boys to retrieve their laundered clothes.

- To assist with the laundry if the domestic House staff have been unable to complete it, or to offer an emergency laundry in special circumstances (particularly muddy games, sickness or bed wetting).
- To inform parents if it is felt any clothes need replacing or if the supply of name tapes is getting low.
- To liaise with the Housemaster over issues pertaining to the fabric and fittings of the House – specifically repairs and renewal of furniture.
- To brief the Maintenance Man regarding minor repairs to check that reported jobs have been completed.
- To advise the Housemaster of any major repairs required.
- To report to work sufficiently before the start of term (3 days) to ensure the House is ready to receive boarders. If the House is not let over a particular holiday this preparation could be done at the end-of-term by arrangement.
- To liaise with Sarah Harvey over a ‘deep clean’ of the House at the beginning and end of the Summer Holidays, or after any significant period of letting.
- To arrange taxis to airports or mainline train stations (from our approved firm) for boys at the beginning/end of terms – flights, trains, passports and visa etc are the responsibility of parents.
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- To ensure door and pigeon-hole labels are up to date.
- To check whether the boys are collecting food for the kitchenettes and to monitor the consumption.
- To answer the House telephone and to take messages for the Housemaster.

The Assistant Matron will report directly to the Housemaster.

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School’s Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School’s commitment to high quality service provision.

This job description will be reviewed annually 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.

**PERSON SPECIFICATION:**

We are looking for a person with significant experience of the role of Matron to develop the exciting boarding provision at Whitgift.

The successful candidate will be:

- Educated to GCSE level or equivalent
- Excellent written and verbal communication skills
- Able to form positive relationships with boys and parents
- Able to form warm and professional relationships with the House staff and be able to work effectively within this team
- Flexible, understanding, compassionate and caring
- Able to manage a domestic team of cleaners and laundry staff
- Able to cope with a busy, varied and often unpredictable workload
- An effective administrator
- Proficient in Microsoft Office skills

## FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' annual holiday pay, pro rata for part-time positions
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

## CONDITIONS OF SERVICE

This position is offered as a part-time, term-time only, permanent contract.

The contract will be 6 hours per weekday, 9 hours every third Saturday and 7 hours every third Sunday in agreement with the Housemaster and Head of Boarding. The annualised hours will be 1406 during term time. These hours also include bank holidays, inset days and another mutually agreeable day preceding & following each new term. However, there will be a requirement for flexibility with start and finish times to cover emergencies and occasional staff absences. This will be mutually agreed in advance with your line manager as far as possible and time off in lieu granted.

Weekend hours: every third weekend term time only:

Saturday: 8.30am-9.30pm with a 4 hour on-call break where there is no requirement to be on site

Sunday: 10.30am – 9.30pm with a 4 hour on-break where there is no requirement to be on site. If there is a requirement to return to School during the on-call period, time off in lieu would be given for any period of additional cover provided

Your salary is at Point 12 of the Whitgift Foundation Support Staff Salary Scale which is currently £21,881.00 per annum (full-time equivalent). Your pro rata salary equates to £14,791.12 per annum based on term-time, 41 weeks and inclusive of 5 weeks' annual holiday entitlement pro rata). Salaries are paid in 12 equal instalments and reviewed annually on 1 September. The Governors have recently announced an increase to salaries of 2.5% from 1 September 2018 and this increase has been reflected in the above figures.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any general queries, please telephone 020 8688 9222 and ask for the Human Resources Department or email [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk). For any specific queries, please e-mail Will Chalonor, Boarding Housemaster at [whc@whitgift.co.uk](mailto:whc@whitgift.co.uk).



Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible.

**Closing date is midnight on Thursday 31 May 2018**  
**Interviews will be during week commencing 4 June 2018**

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.***

May 2018