

## JOB DESCRIPTION

<b>JOB TITLE</b>	Evening Matron
<b>DEPARTMENT</b>	Boarding and Matronal
<b>SECTION</b>	Prep-School
<b>REPORTS TO</b>	Head of Boarding
<b>RESPONSIBLE FOR</b>	N/A

### **JOB SUMMARY**

This is a pivotal role to ensure the provision of excellent standards of pastoral care and the wellbeing of the school's pupils, including the provision of routine medical care when required. The boarding team are key to creating a warm, home from home atmosphere in which the children can grow and have fun.

### **KEY DUTIES AND RESPONSIBILITIES**

#### **Operations**

- To be a proactive member of the evening boarding team organising activities and supervising pupil's evening routines;
- Set high standards in the boarding house, ensuring cleanliness, organisation of equipment and possessions, displays and decoration to make a home from home;
- Communicate any pastoral concerns or issues to the Head of Boarding and the boarding team, ensuring there is good communication between the individuals concerned;
- Attend boarding meetings;
- Be proactive sharing new ideas and initiatives with Head of Boarding; and
- Work as part of a team to plan for and meet new requirements or adapt processes in response to extraordinary circumstances (e.g. COVID or illness throughout the school).

#### **Care and Wellbeing**

- To provide the highest quality pastoral care to the pupils whilst on duty and contribute to providing a safe, nurturing environment;
- Establish a positive and supportive relationship with the pupils and to be caring and supportive and providing a shoulder to cry on when necessary;
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection (Safeguarding) Policy;
- Support and encourage the successful integration of all new pupils into the school;
- Ensure the welfare and wellbeing of the pupils at all times, encouraging personal and dental hygiene through supervision of relevant bathing, showering and hair washing routines on the landings;
- Help pupils with foot and nail hygiene and check hair regularly for nits;
- Ensure tidiness of dorms;
- Assist in the return to school and end of term processes, including clothing inspections, packing and unpacking, changing room allocations and storage of possessions;
- Ensure pupils have the necessary uniform, toiletries and supplies;
- Managing and caring for homesick pupils, and liaising with Head of Boarding and the boarding team and Tutors to provide the bespoke pupil care;
- Run boarders' evening activities after supper and on the landings; and
- Work with the Head of Boarding to develop and implement boarders' rewards and sanctions systems.

#### **Routine Medical Care**

- Responsible for attending pupils' medical needs and first aid either when School Sister is not in Surgery or to support Sister during busy periods;

- Administration of medicines and treatments according to medical instructions; and
- Updating Surgery records and drug audit.

### **Laundry**

- Assist in any laundry procedures as directed by Senior Matron; and
- Review any systems for laundering and storing boarders' clothes, bed linen and all pupils' games kit and feedback to the Senior Matron.

### **Gap Assistants**

- Act as a point of contact for the Gap Assistants.

### **Uniform and Games Kit**

- Supervision and organisation of each pupil's clean clothing and linen, including laundry, mending and naming as required.

### **Organisation, Administration and Security**

- The locking and unlocking of certain areas of the school in the evening;
- Hold the Out of Hours Emergency Boarding Mobile phone when required;
- To be competent with the School's ICT system; and
- To input information on to and be proficient with PASS, the school's academic database.

### **Health and Safety**

- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils;
- To monitor fire detection and firefighting equipment and report faults as a matter of urgency; and
- To undertake fire training and have a basic knowledge of the use of firefighting equipment.

### **Additional Responsibilities and Professional Duties**

- Support and foster the aims of the school;
- Be familiar with the contents of the Code of Conduct and other relevant school policies;
- Carry out such duties, including cover for absent colleagues, break and lunch cover, enrichment etc. as reasonably required by the school;
- To attend all staff meetings and Inset days;
- Carry out reasonable additional duties as required by the Headmaster, Deputy Headmaster, Headmaster's Wife and/or Head of Boarding, commensurate with the post.

### **Safeguarding**

- Complete an Enhanced Disclosure and Barring Check (DBS);
- Complete relevant training e.g. Child Protection, Prevent, Safer Recruitment etc.; and
- Promote and safeguarding the welfare of all children and young persons they are responsible for, or with whom they come into contact.

The post holder may be reasonably required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

If during the course of time the duties and responsibilities detailed should change significantly and for a sustained period of time, the Job Description will be reviewed and amended in consultation with the post holder.

<b><u>PERSON SPECIFICATON</u></b>		
<b><u>CRITERIA</u></b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
Good general education with a good level of numeracy and literacy evidenced by GCSE or equivalent qualifications	X	
Full driving licence	X	
Relevant First Aid qualification		X
Health related and/or childcare related qualifications		X
<b>EXPERIENCE AND KNOWLEDGE</b>		
Previous experience of working with children	X	
Knowledge of safeguarding practices	X	
Previous experience of working a boarding school/school environment	X	
Working without direct supervision	X	
Previous experience of managing/supervising a team		X
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>		
Excellent management and interpersonal skills	X	
Ability to both lead a team and work within one, develop strong, positive and collaborative relationships both within the department and across the whole school	X	
Have a passionate commitment to the academic, personal and social development of the pupils, understand the needs and concerns of the age group and have a natural empathy with them	X	
Able to achieve work objectives whilst respecting the different priorities of managers and staff at the school	X	
Resilient, able to deal effectively with the management of change	X	
Warm, caring and nurturing	X	
Approachable, empathetic and patient	X	
Cheerful disposition with a good sense of humour	X	
Good listening skills and to be objective	X	
Tactful, diplomatic and discreet	X	
Enthusiastic and positive	X	
Calm, efficient and able work under pressure with competing demands	X	
Strong organisational, delegation and time management skills	X	
Be an encouraging and motivating role model for both pupils and staff	X	
Inspire and motivate both pupils and staff	X	
Ability to establish a rapport with children and their families	X	
A firm but fair approach when dealing with conflict situations regarding the children	X	
Understanding and awareness of the emotional needs of children	X	
To be calm in all situations and deal effectively with emergencies when they arise	X	
Assertiveness in promoting and advocating the health and well-being needs of children	X	
Be a confident, effective communicator on all platforms (verbal, written) to all levels of the school community including parents, staff and pupils	X	
Highly practical with common sense and initiative	X	
Self-motivated and able to manage own workload	X	
Strong organisational, administrative and IT skills	X	
Willingness to adapt, show initiative and be flexible in approach to duties and working hours	X	

To liaise effectively with external agencies e.g. doctors, dentists etc.	X	
Commitment to continuing professional development of self and departmental colleagues	X	
Be comfortable with the school's Christian ethos	X	
An understanding of the nature of independent prep schools and of the high expectations	X	

<p><u>Job Description Last Reviewed and Updated:</u>  November 2021  NHH (Deputy Headmaster)  AB (Headmaster's Wife)  HW (HR Manager)</p>
---