



WELLESLEY HOUSE  
★ A SCALIS PATULIS AD ASTRA ★

## **JOB DESCRIPTION**

### **MATRON**

#### **Job Summary:**

The Matron will be responsible to the Head of Boarding and will assist with the health, wellbeing and cleanliness of the pupils and the cleanliness and condition of their clothing. The role requires the matron to remain awake during the night duty for such time as to ensure adequate supervision and care of the pupils, particularly ensuring that various housekeeping and cleaning activities are completed to ensure the high level of pastoral care of the pupils is not compromised.

#### **Main duties**

- To maintain the pupils' health and safety.
- To contribute to and implement personal care programmes overnight and during the day if applicable.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the School.
- To be conversant with the National Minimum Standards for Boarding Schools and to operate over and above these in the care and wellbeing of the pupils.
- To evacuate the pupils from the building in the event of a fire.
- To be a full team member, undertaking such housekeeping duties as required.
- To record events, routine activities as required and incidents using the appropriate documentation and files, and participate in pupil planning and evaluation as and when appropriate.
- To commit to training, induction and continuous professional development.
- To ensure that the Head of Boarding is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be aware of the School policies and to act in accordance with them.
- To assist the Master on Duty putting the pupils to bed in an orderly way, ensuring that the pupils go to bed clean and relaxed. If necessary sitting outside the dormitory until settled. To oversee hair washing, nit checking and nail cutting.
- To assist in maintaining discipline in a happy, routine atmosphere.
- To assist the Master on Duty once lights are out to ensure that the pupils settle and go to sleep as quickly as possible.

- To be available and care for any pupil who feels unwell, injured or upset during the night or day.
- To chat to the pupils at any available moment so as to know them well. To communicate immediately to the Head of Boarding any worries a pupil may have re work, home, bullying etc.
- To get the pupils up in the morning ensuring they are clean and tidy when they present themselves downstairs for the day.
- To help with hair drying and showering during morning or afternoon breaks and to assist with serving snacks at break and lunchtime, if necessary.
- To assist in laundering of the pupil's clothes, towels and bedding.
- To change sheets and bedding weekly.
- To change soiled or wet bedding.
- To tidy and clean the boarding bathrooms, medical sick bays, boarding common rooms and other rooms as required.
- To mend the pupils clothing.
- To keep track of all clothing. When necessary provide pupils with 2<sup>nd</sup> hand clothing and to charge the accounts accordingly. To liaise with the parents when new clothes are required, if applicable.
- To manage the surgery on a day-to-day-basis, if applicable as required, referring to the Nurses if you have any concerns. To administer prescribed medication or OCMs and to record in the correct way. Recording in detail, any incidents that may occur.
- To give First Aid to the pupils, recording in detail any incident that may occur.
- To ensure that at all times the medicines are kept out of reach of pupils and the medicine cabinet is not left unattended.
- To assist with the weighing and measuring of pupils at the beginning of term.
- To inform the Nurses of any concerns regarding a pupil's health. To escort to the School doctor if necessary and to be with them during their consultation unless it is deemed necessary for the pupil to be alone with the doctor.
- To supply the pupils and charge their accounts with chemist requirements e.g. toothpaste, combs etc.
- To liaise with the Nurses and Catering Manger about any domestic supplies and stock levels of medical supplies.
- To ensure the pupil's trunks are packed and unpacked at the beginning and end of term. To ensure that the pupil's beds and dormitories are ready for the pupils arrival at the beginning of term and tidied at the end of term. This will involve working before and after the published term dates. To oversee any laundering and storage of the pupil's bedding. For any trunks that remain in the school during the holiday periods to ensure that the clothing is cleaned and any necessary mending is undertaken.
- To assist other Houses when required e.g. in bed making, packing etc.
- To carry out such other duties as may be required from time to time.

**Person Specification:**

	<i>Essential</i>	<i>Desirable</i>
<b>EDUCATIONAL/PROFESSIONAL QUALIFICATION</b>		
A good general education	✓	
Level 2 safeguarding child protection qualifications		✓
Emergency first aid certificate		✓
Driving Licence		✓
<b>CAREER EXPERIENCE</b>		
Boarding School Matron		✓
Nursing		✓
Residential care		✓
General office administration		✓
Working as part of a team	✓	
Working unsupervised and on own initiative	✓	
Working with children out of their home environment	✓	
Experience of working in an educational or medical environment		✓
<b>SKILLS/APTITUDES</b>		
Good interpersonal skills to enable effective communication, both verbal and written with all levels of staff and pupils	✓	
Ability to prioritise and manage own work	✓	
Ability to develop a culture of mutual respect with pupils	✓	
Experienced to cover cleaning/domestic duties when staff within the team are absent	✓	
Ability to work well in a team	✓	
Flexible and adaptable approach to be able to work to deal with changing priorities	✓	
Take pride in your work and set yourself high standards	✓	
Ability to offer a high level of pastoral care to pupils	✓	
Ability to motivate and work with pupils	✓	
Present a professional manner at all time	✓	
A caring disposition and an empathy with and understanding of young people	✓	
Patient, unflappable, flexible and adaptable	✓	
Able to use initiative and work independently	✓	
Able to work well within a busy and demanding school environment	✓	
Proficient IT skills	✓	

**Required Knowledge and Skills:**

- Must be able to demonstrate a calm, responsible and mature outlook on life together with the ability to work alone and deal with difficult situations.
- Must have the ability to contribute to the team's record keeping.
- Must have the ability to demonstrate written and verbal communication skills.
- Must have the willingness to take part in the daily routines of the School.
- Must have the ability to demonstrate the skills required to work effectively as part of a team.

**Health and Safety:**

- All staff are expected to co-operate with Wellesley Health and Safety procedures and to wear personal protective equipment when it is provided
- All staff will be properly inducted, trained for the job that they do and developed fully to meet changing requirements. Written records of these matters are to be kept on each staff member's file
- Uphold their personal responsibilities relating to Health & Safety, and the Environment
- To comply with the requirements of Health and Safety and other relevant legislation
- To carry out weekly fire alarm tests as required, and assist with evacuation procedures

**Training:**

- Staff may, from time to time, be required to undergo training relevant to the role and responsibilities as detailed. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance by the Bursar and fully supported by receipts) will be paid by Wellesley.

**Safeguarding and Child Protection:**

- All staff are required to comply with the Wellesley Child Protection & Safeguarding Policy at all times.
- All staff are required to promote and safeguard the welfare of children and young persons they come into contact with
- All staff are required to immediately report child protection concerns to the Designated Safeguard Lead
- All staff are required to treat all sensitive information relating to students, fellow employees and the business of the School as confidential
- To understand and comply with the school's equal opportunities policy
- All staff are required to adhere to all other Wellesley policies and procedures as appropriate and relevant to the post and as detailed in the Non-Teaching Staff Handbook

The job description gives an outline of the position but is not necessarily definitive. You may be asked to carry out additional reasonable tasks or responsibilities.