



Boarding House Matron

Job Description

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. As night workers, they remain awake during the night duty for such time as to ensure adequate supervision and care of the pupils, particularly ensuring that various housekeeping activities are completed to ensure the high level of pastoral care of the pupils is not compromised.

Main duties

- To maintain the boarders' health and safety.
- To stay overnight in the boarding house 3 nights per week (7pm - 8am)
- 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 overnight
- 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 and/or DSL 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.
- 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 assist in laundering of the pupil's clothes, towels and bedding.
- To change sheets and bedding fortnightly.
- To change soiled or wet bedding.
- To mend the pupils clothing.
- To keep track of all clothing. When necessary provide pupils with 2nd hand clothing and to charge the accounts accordingly. To liaise with the parents when new clothes are required, if applicable.
- To manage the surgery in the evening, 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 accompany pupils to A and E if required during their evening or afternoon shift
- To supply the pupils and charge their accounts with chemist requirements e.g. toothpaste, combs etc.
- To liaise with the Nurses and Catering Manager 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 carry out such other duties as may be required from time to time.

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.

- Basic computer skills
- Sewing skills (desirable)
- Clean driving licence
- First aid training (desirable)
- Experience working with children and young people