

Role Title: Matron (Temporary to Permanent)

Location: The Leys School (Day & Boarding Houses)

Responsible to: Housemaster (HsM)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

The role

- To provide full Matron support to Day & Boarding Houses, facilitating the efficient day-to-day running of the House and act as a link between pupils, parents and HsMs
- To create a warm, homely, welcoming and encouraging atmosphere for our pupils

Key Tasks

- **Welfare:** To provide a sympathetic presence in the house, being sensitive to those who are having difficulties coping with school life; guiding them to make sound choices; liaising closely with other relevant staff concerning the progress and welfare of pupils; passing on all concerns about individuals in the House to House staff, School Nurse or DSL; and contributing to the induction arrangements for new pupils joining the house so as to provide the highest standards of care and an environment where pupils are happy and can thrive
- **Health and Medical Arrangements:** To oversee medical arrangements in House by holding daily 'surgeries' at appropriate times; referring medical matters to the School Nurse and responding to medical emergencies; administering any prescription or non-prescription medication in accordance with the School's guidelines, as directed by the School Nurse in order to provide health care to day pupils.
- **Communication and Record keeping:** To ensure that appropriate, accurate, and up-to-date written records are kept and communications made to HsM, Tutors, the School Nurse, parents, appropriate departments within the School (such as Catering, Maintenance, Housekeeping,) and other agencies involved, liaising with other matrons as necessary so as to comply with medical protocols, adhere to School policies, pass on information and ensure the best care is efficiently provided to the boarders.
- **Uniform and Laundry:** To be responsible, together with the wider House team, for the care, supervision, cleanliness and presentation of pupils in the house, being aware of the school uniform and clothing requirements of pupils; ensuring that they have all the items they require; organizing and carrying out the washing of house kit when required after house matches.
- **Continuous improvement & Development:** To ensure personal practice is up to date and relevant to modern teenagers and their needs

- Stores and supplies: To order adequate supplies of materials and equipment (medical items and other domestic materials), Kitchen and Housekeeping stores and store them safely, in order to keep the House supplied with necessary stocks.
- Domestic responsibilities: At the beginning and end of holidays, to supervise the clearing up of the house; to carry out a check of all furniture, fixtures and fitting, preparing a list of repairs and maintenance for submission to the maintenance department to ensure that all areas are in good order, repairs carried out and that the rooms are clean and presentable in order to maintain a high standard of presentation of the House
- Safeguarding Policies and Procedures: To be fully familiar with, and adhere to, the requirements of the National Minimum Standards for Boarding Schools; school policies especially those pertaining to child protection/safeguarding, anti-bullying, substance misuse and Health and Safety, and to ensure the appropriate response needed in these areas; the contents of the Boarding Handbook and to follow the practices outlined therein; to provide adequate levels of care to boarders and support colleagues in maintenance of a strong safeguarding culture
- To assist with open mornings and other special pupil/parent events as required and attend Speech Day

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.

- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Deputy Head (Pastoral), Head/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	• Good level of general education	• Nursing degree • NVQ or other related qualification in working with children or young adults	• Production of the applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	• Ability to use management information systems eg iSAMS • Self-motivated and able to demonstrate previous organisational ability • Experience of working with children or young people	• Experience of working in the education sector	• Contents of the application form • Interview • Professional references
Skills	• Practical, warm and sympathetic personality • Patience and the ability to remain calm in stressful situations • Ability to work well with others • Excellent communication skills • Aptitude and interest in working with children	• Flexible, adaptable, team player	• Contents of the application form • Interview • Professional references
Knowledge	• A working knowledge of First Aid and experience of administering homely remedies • Discretion, confidentiality and when to disclose information • Good understanding and commitment to Safeguarding and child protection		• Contents of the application form • Interview • Professional references