

# St Andrew's Prep

## EASTBOURNE

### Job Description

**Job Title:** Matron (Residential)

**Responsible to:** Matron will be line managed by the Head of Boarding

**Responsible for:** Junior Matron

**Job Summary:** To assist the Head of Boarding in the day to day care of boarding pupils at St. Andrew's Prep.

#### **General Responsibilities:**

The Matron at St. Andrew's Prep is expected to work as part of the team made up principally of the boarding house staff under the guidance of the Head of Boarding. Their chief role is to ensure the safety, health, happiness and well-being of all boarding children. It is essential that the Matron is flexible and adaptable and always prepared to help out as part of the wider team when the need arises.

An essential part of the job is communication with house staff, teaching staff, tutors, kitchen staff etc. over any matters relevant to them or their care of the children. Any matter of concern should, in the first instance, be reported to the Head of Boarding who holds overall responsibility for the children in their care.

It is critical for the Matron to ensure that the house remains clean and tidy for the school's boarders, as well as for the wider school community.

The Matron will line manage the Junior Matron.

#### **Specific Responsibilities:**

##### Welfare and Pastoral Care of Boarding Children

- To promote and follow the school's child protection and safeguarding policies
- To support the school's disciplinary policy and refer any matters to the House Tutor and Head of Boarding
- To inform the Head of Boarding of serious ill-discipline, cases of severe bullying, substance misuse or sexual misconduct
- To work with the Head of Boarding to ensure that the individual needs and personalities of each pupil are identified and known by staff so that individual opportunities, talents and potential are nurtured
- To work with the Head of Boarding to ensure that suitable provision is made in the house for the needs of different ages and promote appropriate relationships between the ages

- To ensure that the needs of boys and girls are catered for and understood in an atmosphere of mutual respect
- To promote the school values within a boarding context
- To help nurture mutual respect amongst boarders of different nationalities whilst always promoting British values
- To help nurture a sense of community spirit within the children and staff of the house
- To counsel boarders as required and promote the various listening and advice services available to them
- To help promote a healthy lifestyle and personal hygiene within the boarding community
- To promote a high standard of appearance amongst the boarders
- To assist in fire evacuation practices as required by the Fire Officer and ensure boarders are aware of the correct fire drill.
- To help foster a family feel within the boarding house
- Taking an interest in the boarders' lives and extra-curricular activities.

### Medical

- Efficient operation of the House Medical Centre
- Administering medicine etc. as prescribed by school doctor
- Administering medicine, vitamins of boarding children
- Caring for children in the medical centre or boarding sickbays (including overnight and at weekends)
- Accompanying children to/from hospital, dentist, opticians dentist
- Arranging visits to dentist, optician etc. where necessary
- Dealing with overnight illness of the boarders (this includes clearing up if they have been sick – day and night)
- Keeping the medical records of boarders up to date (including filing and retrieving)
- Liaising closely with the medical centre over the needs of all boarders
- Communicating with the Head of Boarding, staff and parents over the medical needs of the boarders
- Monitoring dietary problems and other health issues
- To work six days per week providing 24-hour emergency cover

### Boarding

- Responsible for laundry and care of boarders' clothes
- Report any clothing needs of boarders to the school shop
- Liaising closely with the school shop to ensure all pupils have the correct school equipment/kit
- To organise and oversee a fortnightly kit/equipment check of boarders belongings
- To organise and oversee a fortnightly nit check for boarders
- Welcoming of parents/children who flexi board
- Making necessary domestic arrangements for flexi boarders
- To organise and oversee packing and unpacking
- To ensure pre that pre and post term jobs are fulfilled as directed by the Head of Boarding
- To provide ongoing name labelling and maintenance of boarders clothes during term time
- Organising for blazers to be dry cleaned
- Observation and reporting of maintenance needs within the house via maintenance helpdesk
- Supervision of washrooms during morning and evenings
- Assist Head of Boarding and House Tutors with early morning wake up and evening duties
- Attendance at breakfast and dinner with the boarders when appropriate and to promote

- good table manners
- Communicating with children, staff and parents in a professional manor and in conjunction with the school policy
- To record incidents, telephone conversations and observations on the school portal
- Assistance with arrangements for special occasions
- Attendance at training courses where appropriate
- To attend the boarding meetings
- To help keep the log book up to date
- To be aware of, and abide, by the implications of the National Minimum Standards for Boarding Schools and other regulations that might affect the boarding house and its provision of welfare and pastoral care for boarding children
- To hold appropriate first aid qualifications
- To attend training courses, as directed, that will enhance the experience and safety of the boarders
- To be resident overnight in the house when boarders are present
- To be a visible presence around the house
- To promote good manners of boarders.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### **Person Specification:**

The post holder will be:

- An effective and harmonious part of, an energetic, cohesive, hardworking team
- Able to communicate effectively at all levels with children, staff, parents and guardians
- Professional, flexible, conscientious, and able to act with discretion at all times
- Able to work upon your own initiative in a calm and patient manner
- Able to demonstrate a genuine warmth and interest in the children in your care
- Able to use ICT (eg following appropriate e-mail protocol, and using the school's information management system)
- Be experienced in First Aid, nursing, or handling / administering medicines.

### **Terms and Conditions:**

Salary: Competitive

Hours of Work: 6 days per week (day off being on a weekday). The hours will be as necessary to fulfill the requirements of the job but unlikely to be less than 40 hours a week.

Working Week: Term time plus the following 'out of term' periods:

- Four days preceding the start of the Autumn Term
- Two days at the end of Autumn Term
- Two days preceding the start of the Spring Term
- Two days at the end of Spring Term
- Two days preceding the start of the Summer Term
- Four days at the end of the Summer Term

This is a fixed-term contract until the end of the Summer term 2019.

**Accommodation:** Accommodation is provided within the boarding house to enable you to fulfil the job role successfully. Available all year round. Single person's Council tax and all utilities are paid for by the School (except private telephone calls and personal contents insurance).

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you can choose whether to contribute also. You may choose to opt out of the pension scheme.

**Holiday:** You shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the School holidays. In addition, you will not normally be required to work during normal School holidays except for one week after the end of term and one week before term starts.

**Other Benefits:** Free meals during working hours when Dining Hall open  
Free use of School facilities  
Life Assurance after two years' continuous service  
Long service award  
Annual pay review

### **Safeguarding Statement:**

St Andrews Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

### **Application Process:**

Candidates should complete all sections of the application form and return it along with a brief covering letter, and a CV, to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk)

**Closing date:** 18 December 2018  
(interviews will be early January 2019)

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

Reviewed: December 2018