



## Job Description

**Job Title:** Relief Matron (Evenings) – Non-Residential

**Responsible to:** Housemaster / Housemistress (hsm)

**Job Summary** To cover for the boarding house Matrons on their day off and to support the health and well-being of pupils as part of the pastoral team and liaison with all College staff, pupils, parents and guardians.

### Duties and Responsibilities:

#### (A) Medical

- Efficient operation of the house surgery
- Referrals of pupils to the College Doctor or other medical specialists
- Organisation, filing and retrieval of medical records
- Ordering, proper dispensing and recording of medicines and drugs
- Arrange appointments (dentist, optician etc) as required
- Accompany pupils to / from hospital / appointments when required
- Monitoring dietary problems and other health issues
- Caring for sick pupils in house
- Liaising with hsm, senior sister, nursing team and parents on medical matters
- Submit records of accidents / incidents to the Facilities Bursar on a regular basis
- To work six days per week providing 24 hour emergency cover.

#### (B) Emotional Well-Being of Pupils

- Contributing to an atmosphere of warmth and openness in the house
- Being available for 'tea and sympathy' at key times
- Maintaining a library of information on health and emotional issues. Promote healthy living and raising the understanding of health initiatives and awareness days eg mental health week, five a day
- Taking an interest in the pupils' lives and extra curricular activities
- Encourage good manners, politeness and respect amongst the pupils and ensure they take a pride in their appearance.

#### (C) Laundry, Dry Cleaning and Mending

- Supervising laundry assistant
- Organising dry cleaning and regular changes of sheets
- Liaising with external laundry services
- Organise mending of pupils' clothes as necessary.

#### (D) Cleaning, Hygiene, Maintenance and Safety

- Checking pupils' rooms for tidiness and breaches of discipline
- Checking pupils' rooms for illegal equipment and possessions, if and when directed by the Hsm
- Instilling high standards of pupil health and hygiene and social behaviour

- Supporting the College Health & Safety Policy and be conversant with First Aid procedures
- Be conversant with fire prevention, detection and evacuation measures
- Maintaining a house Maintenance Register, and reporting of maintenance matters
- Ensuring a high standard of cleanliness and hygiene in the house
- Ensuring that immediate outside areas of the house are kept litter free
- Supervision of, and liaison with, domestic staff
- Ensuring that cleaning materials are ordered, controlled and correctly stored or issued as necessary
- Maintaining attendance and overtime records for domestic staff
- Monthly submission of attendance / overtime records.
- Ensuring house is ready for tours and open days, and being available to speak with prospective parents on these occasions.

**(E) Start and End of Term**

- Ensure house is in order for pupils' termly arrival
- Reside in house at the end of each term to oversee the close down process and for the Summer Term to oversee preparation
- of the house for the College commercial letting programme
- Prepare end of term accounts and pupil dockets for incidentals
- Supervise where necessary the packing / unpacking and checking of pupils' clothes
- Organise arrangements for those pupils who live overseas.

**(F) Supporting the Housemaster / Housemistress**

- Attending tutors' meetings as required
- Assisting at house functions
- Being available at the start of term to meet pupils and parents
- Covering for hsm and Tutor when they are away including attending roll calls and cover when hsm / tutor are not available.
- National Minimum Standards (NMS) checked and followed.

**(G) Administrative Duties**

- Submit information regarding attendance registers, weekend leave and absence logs on the appropriate system
- Be responsible for control of petty cash issued as and when necessary
- Assist hsm / tutor with issue and control of house bank monies
- Issue Town Leave in accordance with House rules
- Carry out Domestic Staff appraisals as and when necessary.

**(H) Other Duties:**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Perform other such duties within the scope of this position, as may be determined by the hsm from time to time.

### Key skills and qualities:

- Caring manner with very good communication skills
- Genuine wish to look after pupils and assist in the domestic running of a boarding house
- Supportive and kind, but able to be assertive with pupils if a situation demanded
- Reasonable IT skills
- Able to work as a member of a close knit house team managed by a HSM
- Quick to pick up domestic systems and routines
- Taking pupils to hospital appointments

### Terms and conditions:

This is initially a 12-month fixed-term contract

**Salary:** £15.02 per hour

**Hours of Work:** 4.00pm to 9.30pm Monday to Friday, term time only.

**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 will be expected to contribute 3%. 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 College holidays. Pay for this is included in your salary.

### Other benefits include:

- Life Assurance
- Meals during normal working hours
- Annual pay review
- Free tickets to College productions

### Safeguarding Statement

Eastbourne College 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.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

### Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452300.
- The closing date for applications is **2 October 2020**.

- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

September 2020