



Job Description

Job Title: Day House Matron – Non-Residential

Responsible to: Housemaster / Housemistress (hsm)

Job Summary To support the health and well-being of pupils as part of the pastoral team and liaison with all College staff, pupils, and parents.

Duties and Responsibilities:

- Assist with pupils in house from their morning arrival until their afternoon session begin
- Oversee attendance records and chase any absentees
- Meet with the hsm each day
- Liaise with medical centre for any medication, appointment follow ups. Liaise with parents if pupil needs to go home unwell
- Follow up concerns with parents re uniform or illness or absence
- Be on hand for pupils to chat and play a role with their well being
- Assist with reinforcing pupil and house standards including uniform, behaviour, visitor procedures, health and safety, and National Minimum Standards
- Assist with the start of term and end of term preparations
- Liaise closely with domestic staff
- Order and check provisions for the week
- Report any damage or work requests, liaising with Maintenance Department
- Undertake appropriate and relevant training eg first aid, fire, health and safety, safeguarding
- Attend whole staff training as appropriate
- 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

- Multi tasker
- Listener
- Experience of working with teenagers
- ICT
- Organised
- Good sense of humour.

Terms and conditions:

This is initially a 12-month fixed-term contract

Salary: £15.02 per hour

Hours of Work: 8.00am to 1.30pm, 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 will be entitled to five weeks annual leave, plus Bank Holidays to be taken during the College holidays. Pay for this is included in your salary.

Other benefits include:

- Life Assurance
- 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 or tel: 01323 452300.
- The closing date for applications is noon on **21 April 2021**.

March 2021