



JOB DESCRIPTION

JOB ROLE:	House Matron
RESPONSIBLE TO:	Houseparent
JOB PURPOSE:	To support the Houseparent in all aspects of pupil well-being whilst the pupils are at school.

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

Each Boarding House has a team of staff reporting to the HSM. A House will normally have a live in HSM, Assistant HSM and resident tutor in addition to their live out Matron and a team of visiting tutors. In addition, each House has a team of cleaning staff supervised by Housekeeping.

The Matron reports to the HSM for day-to-day issues within the House and ultimately to the Head of Operations for matters of employment.

The Matron's role is extremely important to the smooth running of the House and the welfare of the pupils. The Matron will be expected to care for pupils with minor health issues (although she/he does not need to be a qualified nurse) and to be generally supportive and understanding of their day-to-day needs. In addition, she/he will have responsibility for ensuring that the House is maintained to a satisfactory standard in both cleanliness and repair.

Housekeeping is responsible for providing housekeeping services to the House. There must be good communication between Matrons and Housekeeping to ensure that high standards of cleanliness are maintained.

It is essential that the Matron has a clean driving licence and has held their licence for at least 2 years.

Specific responsibilities will include, but are by no means exhaustive:

Duties and Responsibilities

Pupils

- Provide sensitive pastoral care and support for the pupils in her / his charge in line with the Christian ethos of the school, acting as a positive role model.
- Know each pupil in the House as an individual, ensuring that each one is challenged to develop her / his potential in line with the school's aims and objectives.
- Support the HSM in the discipline of pupils in the House, along the guidelines laid out in the staff handbook.
- Assist the house team in organising activities and events, especially at weekends, for the pupils in the House.

Welfare

- This is an important aspect of the role and the Matron should ensure that wherever possible she / he is aware of any issues relating to the welfare of pupils in their house including unhappiness, homesickness, health, domestic problems and be able to offer appropriate levels of care and support to the pupil.
- The Matron must have regular communication with HSM, tutors and Health Centre staff and, where necessary, parents in respect of pupil welfare, including regular meetings with resident house staff.

General Responsibilities

The Matron is also required to assist the HSM with various errands and requirements for the House as the need arises.

Tidiness

- Ensure each morning that all accommodation is clear of clothes and debris and ready for cleaning.
- Beds should be made by pupils.
- Clean linen is distributed once a week and a check should be made to ensure that it has been used.
- Ensure that the kitchen areas and communal areas in the house are used appropriately by pupils.

Communication

- Answer the house telephone, deal with parental queries and pass on messages as appropriate.
- Use the school's computer system for emails, updating medical records and keeping up to date with pupils' administration, etc.
- Familiarity with Microsoft Office would be helpful although training on the School's other software packages will be provided.
- Assist in the maintenance of the House duty book.

Medical

- Ensure that pupils' medical information is recorded accurately and any drugs issued are recorded appropriately.
- Keep the medicine cupboard replenished and order any medication required by pupils e.g. repeat prescriptions, in line with the Administration of Medication Policy and the Controlled Drugs Policy.
- Liaise with the Health Centre as necessary and update HSM on a regular basis and always as soon as possible with regards to urgent matters.
- Take pupils to the Health Centre when necessary and to the GPs, medical appointments or A&E as required.
- Collect prescribed medication from the Health Centre for pupils under the age of 16 and ensure that medication is kept secure in the house and administered under supervision.
- Ensure that first aid boxes are maintained; liaise with Health Centre for replacement items.

Laundry

- Sort and pack dirty laundry ready for collection by Housekeeping on appointed days.
- Train pupils to use the correct laundry bags and not to overfill bags as these may be returned to the house unwashed by the Laundry.
- Ensure that pupils empty all pockets.

- Ensure that coloured and white clothing is kept separate.
- Receive and sort clean laundry.
- Ensure that health and safety procedures are followed with regards to contaminated items.

Mending

- This is restricted to minor repairs such as replacing buttons, small seam repairs to uniform and games clothing and single name tapes.

Pupils' Appearance

- Ensure that all pupils are clean and well turned out.
- Contact housemasters/mistresses or parents if uniform is worn out or outgrown.
 - Order new uniform for pupils where appropriate.
- Arrange haircuts, etc.
- Arrange dry cleaning in coordination with the school laundry.

Travel

- Coordinate with the School operations Coordinator to ensure that pupils have appropriate transportation booked for travel in accordance with policy and procedure.
- Where appropriate book transportation for pupils, and ensure that the travel details for pupils, including those with Child Student Visas are accurately completed, particularly for exeats, half terms and the end of term.

Food

- Maintain stock of foodstuff for break and tea.

Maintenance and Repairs

- Report all defects appropriately and liaise with Caretaker and Head of Operations on as required.

School Policy and Rules

- Keep a copy in the Matron's room and assist HSMs in the observance of the policy.
- Refer behavioural issues by pupils to the HSM who will follow up.

Beginning and End of Term

- In consultation with the HSM, Matrons are expected to work as required for a week at the start and end of each term.
- Matrons are expected to be in attendance for pupils' return to school after holidays.

Start of Term / Signing in Room Audit

- Check the house is absolutely clean and report any deficiencies to Housekeeping.
- Place a clean mattress cover on all beds – domestic staff will assist.
- Make up all beds only at the start of the new term – all pupils thereafter are required to make their own beds.
- Label all laundry racks, dorms, drawers, laundry rooms (as required in each House). Doors named.
- Sort and distribute laundry for overseas pupils.
- Welcome pupils and supervise unpacking. The Matron will be present at beginning and end of terms – first and last day as instructed by HSM.
- Collect all medicines from pupils returning.

End of Term

- Ensure that all pupils clear their rooms and communal areas of all personal possessions and clothing.

After end of term:

- Ensure all beds are stripped by pupils before they depart.
 - Send overseas pupils' washing to the laundry.
 - Clear the House of any belongings, papers/magazines and other rubbish left behind.
 - Supervise end of term packing and ensure safe keeping of overseas pupils' belongings.
 - Supervise the initial cleaning of the House and check with the Housekeeper/Head of Operations that domestic staff know what to do during the holidays e.g. carpets shampooed, curtains washed, etc.
 - Coordinate House damage checks prior to pupils leaving and log repairs on collegiate and necessary billing.
- Ensure that appropriate recharges (billing) has been completed for each pupil and shared with the accounts team.

Health and Safety

- Have an involvement and awareness of health and safety issues within the House which may have an effect on staff and/or children.
- Keep records of reported accidents and refer these either to the Health Centre or to the Head of Operations as they may need to be RIDDOR reported.

Training

- First Aid Awareness training on a 3 yearly basis.
- Child Protection training every 3 years in addition to annual updates.
- Other relevant Matron courses as required/discussed with Line Managers.
- Appropriate Health & Safety training.

Other responsibilities include:

- Assisting on Open Days.
- Assist the HSM in organising house events.
- Supporting the House on House events.
- Matrons may also wish to support pupils taking part in other extracurricular activities.

PERSON SPECIFICATION

The successful candidate shall:

- enthusiastically demonstrate a commitment to the aims and strategic direction of Milton Abbey;
- respect the Christian ethos of the school;
- subscribe to the Round Square philosophy;
- demonstrate a positive and authoritative rapport with pupils;
- be organised, committed, self-directed and have a sense of humour;
- be committed to developing individual skills through CPD; and
- be committed to boarding school life and willing to engage in a range of activities within the community.