



THE ELMS  
EST 1614

## **JOB DESCRIPTION**

**JOB TITLE: RESIDENT MATRON AND ASSISTANT TO THE HOUSEMISTRESS**

**RESPONSIBLE TO: THE HEADMASTER**

### **Organisation**

The remit of the matron is to undertake care of all pupils in the school. All pupils Year 4 and above have a bed and may board, and it is a key element of The Elms School that every child is entitled to the best pastoral care.

### **Safeguarding of Children**

**Safeguarding the welfare of children is of the highest priority to The Elms School. Every employee of the school has a responsibility to:**

- **Protect Children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Safeguarding Officer**
- **Attend annual in-service training provided by the School**

### **Purpose**

The role of the Resident Matron is to provide a source of care and attention to the welfare of the pupils in the House, in support of the Housemistress:

- Their primary duty is the health, welfare and pastoral care of pupils adhering to relevant school policies at all times.
- Secondly, Matrons will support the Housemistress with administrative duties relating to pupils and their parents.
- Thirdly, Matrons will liaise closely with operational management to ensure that catering, cleaning and laundry standards in the school are maintained in accordance with school policy and specifications.

It is essential for the Resident Matron to have sympathy and understanding, sense of humour, a genuine concern for the pupils' well-being and development and a warm and friendly personality. They are required to positively encourage the pupils, without discrimination or favoritism in their interests and activities and develop a proper but friendly relationship with them. They must provide support in the maintenance of morale, standards and the

efficient operation of the House, but they will also be required, at times to be firm with the pupils, reminding them when necessary of the need for appropriate manners and courtesy.

The Resident Matron should work to the Daily Routine as required by the Housemistress and is expected to oversee all meal times in the morning and evening (except on days off). Matrons may be required to take pupils to hospital at short notice.

The purpose of this job description is to indicate the general level of responsibility. The duties of the Resident Matron will be wide and varied and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time, but will include:

## **Duties**

- **Health**

Under guidance and direction of the HSM the Matron is responsible for the health care of the pupils in the House. In carrying out this function they are expected to liaise with the Parents and the School staff over pupils' health and the general good health of the School. They are required to ensure that the school's medical policies are adhered to at all times.

- **Pastoral Care**

Resident Matron is required to combine with other staff in the Boarding Team to provide comprehensive pastoral care for the pupils. She/he is encouraged to be involved in activities with the pupils. Such care is of paramount importance for all.

- **Administration Support**

Matrons will be required to provide the HSM with administrative support in running the House as required by the HSM. Matrons will be expected to be in frequent contact with all pupils parents regarding logistical queries and health related issues and will be expected to establish contact with all guardians.

Administrative tasks will include:

- a. Medical records, including appointments such as Physio, Dentist;
- b. House maintenance requests;
- c. Record Boarding Team meeting minutes
- d. Report on the quality of Housekeeping, laundry and catering;
- e. House events support;
- f. Maintain House noticeboards;
- g. Ensure pupils have the correct uniform and equipment;
- h. Communicate with parents over logistical matters;
- i. Administration of activity, games, socials and haircuts etc.;
- j. First response to staff regarding missing pupils alongside reception and Headmaster
- k. Meet and greet parents at school events;
- l. Maintain Matron's diary;
- m. Administer Boarding risk assessments;

## **Additional Duties**

- **Sewing & Clothes Preparation**

Resident Matron is not responsible for completing any laundry within the house, but is responsible to ensure the efficient collection, dispatch and distribution and storage of pupils' laundry and is also required to ensure that a satisfactory standard of condition of clothes are maintained at all times, this will include some minor sewing repair jobs to be completed, such as replacing buttons and name tapes.

- **House Cleanliness**

Whilst there is no direct line management responsibilities for the cleaning members of staff in the school, the Resident Matron is responsible to ensure that there is a clean and pleasant environment within the school.

The Head's wife is responsible for the cleaning staff and the School standards, any concerns must be directed to her

- **House Food Service**

Whilst there is no direct line management responsibilities for the catering team, the Resident Matron is responsible to ensure that any concerns over the meal services are reported directly to the Cook who is responsible for the School food standards.

- **Maintenance**

Resident Matron is responsible for noting and reporting any defects in plant, fabric and equipment as per the School's system for maintenance.

- **Financial**

Resident Matron is responsible for the completion of staff monthly timesheets or equivalent system as required detailing the hours worked by the House staff against contracted hours, for ensuring their correctness and submitting to the operational management for payment, by the due pay date.

Resident Matron is responsible for managing the expenditure on domestic items and adheres to House budgets issued by the School.

- **Health & Safety**

Resident Matron and Assistant to the HSM must be fully conversant with School's Health & Safety Policy. Monitor those sections as it affects the boarding house and instill into all pupils and staff a positive approach to Health & Safety. Attend to security and fire precautions on a practical day to day basis.

- **General**

Resident Matron will need to carry out any reasonable duties as requested by the Headmaster, Housemistress, Deputy Head Pastoral, and Bursar

## **Reporting**

The Matron will take direction from the HSM for the day to day running of the boarding house, with additional responsibility to the following:-

Resident Matron will be appraised by the Deputy Head (Pastoral) who is their line manager.

## Person Specification

### Essential characteristics

- Approachable, warm, empathetic, and sympathetic personality
- Effective communication skills with Housemaster/mistress, pupils, staff and parents
- Good rapport with pupils being tactful, fair and firm
- A good listener, mediator and relationship builder
- Ability to use own initiative, be proactive in finding possible solutions to problems that may arise, relying on reason and persuasion
- Good sense of humour, adaptability and a sense of proportion
- Ability to earn pupils' respect and to support the Housemaster/mistress in achieving the appropriate standards of behavior
- Have a genuine interest in pupils' and encourage them with their activities and ambitions
- High standard of self-motivation, self-discipline and integrity
- Practical and organized to keep a cool head in emergencies
- Proactive, enthusiastic and motivated team player and leader
- Support to Housemaster/Housemistress, proactive in developing good working relationships

### Desirable characteristics

- Experience of caring
- Experience in staff motivation
- Familiarity with using a computer

### Further information

#### 1. Accommodation

Resident Matrons are required to reside in the boarding house during term time. If they wish to remain in residence during the holiday periods, they are requested to notify the Bursar in advance. Full board and lodgings during term time, will be provided free of charge.

#### 2. Hours of Work

This position is included in the collective agreement that regulates 4 i) of the Working Time Regulations 1998, which relates to a maximum 48 hours working week shall not apply (opt out). Both parties accept that this clause may be terminable by either parties giving three months' notice in writing.

Overnight on call during days of work from 9pm to 7am.

The Matron may be absent from the House, with the agreement of the Housemistress or her appointed representative, for periods during the day. During periods of absence they must organize a clear system of communication detailing their location and return time and appropriately brief any temporary cover.

The position holder is entitled to the following time off during term-time:

- One period of 24 hours off per week as pre agreed with the HSM. (Evening pupil prep time is also deemed to be Matrons time away from duties, unless an emergency arises.
- One additional evening per week commencing 7pm.

3. Holidays

The Resident Matron will be entitled to the School holidays apart from an additional 3 week period non term time as follows:

The Resident Matron must be present to ensure that the House is set up and closed down at the beginning and end of term and its preparation for the start of the following term. This will consist of 2 working days at the end of term and two days prior to the start of term, in addition to INSET days and 1 day at each Half Term.

The Resident Matron should be available for duty on the evenings that boarders return at the start of each term

4. Transport

Use of the appointee's own car for any occasional business usage with any mileage expenses reimbursed at the prevailing rate.

5. Mobile Telephone

A school mobile phone is provided and must be handed over to the person covering days off and if the matron is ill

**This job description and personal specification indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

***The Elms is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS and reference checks.***