



JOB DESCRIPTION | CLAREMONT SCHOOL

Job Title:	Boarding House Matron
Reporting to:	Boarding Housemaster/Housemistress
Key Purpose of the Job	To provide full Matron support to the Boarding House staff and students.
Written by:	Francoise Armstrong
Date:	June 2020

Key Accountabilities

- 1. Safeguarding Policies and Procedures:** To be fully familiar with, and adhere to, the be aware of the requirements of the National Minimum Standards for Boarding Schools; school policies especially those pertaining to child protection / safeguarding, anti-bullying, substance misuse and Health and Safety, and to be ensure the appropriate response needed in these areas; the contents of the Boarding Handbook and to follow the practices outlined therein; to provide adequate levels of care to boarders and support colleagues in maintenance of a strong safeguarding culture
- 2. Welfare:** To provide a sympathetic presence in the house, being sensitive to those who are having difficulties coping with school life;; liaising closely with other relevant staff concerning the welfare of students; passing on all concerns about individuals in the House to the Director of Boarding, Housemaster/ Housemistress, School Nurse or DSL; and contributing to the induction arrangements for new students joining the house so as to provide the highest standards of care.
- 3. Health and Medical Arrangements:** To oversee the medical arrangements in House by holding daily 'surgeries' at appropriate times; referring medical matters to the School Nurse, doctor, or the hospital when appropriate; responding to medical emergencies; dealing with routine appointments; attending to sick children, including those in the Sick Bay; covering for matrons in other Houses; and administering any prescription or non-prescription medication in accordance with the School's guidelines, as directed by the School Nurse in order to provide health care to boarders
- 4. Communication and Record keeping:** To ensure that appropriate, accurate, and up-to-date written records are kept and communications made to DoB, HM, Tutors, the School Nurse, parents, appropriate departments within the School (such as Catering, Maintenance, Housekeeping, Transport) and other agencies involved, liaising with other matrons as necessary so as to comply with medical protocols, adhere to School policies, pass on information and ensure the best care is efficiently provided to the boarders.
- 5. Uniform and Laundry:** To be responsible for the care, supervision, cleanliness and presentation of students in the house, being aware of the school uniform and clothing requirements of students; ensuring that they have all the items they require; organising and

carrying out the washing of all Boarding House laundry; arranging for the appropriate repair of clothing, and its replacement when necessary in order to maintain high standards of presentation and preparedness amongst the students.

6. **Domestic responsibilities:** At the beginning and end of holidays, to supervise the clearing up of the house; to carry out a check of all bedding, furniture, fixtures and fitting, preparing a list of repairs and maintenance for submission to the maintenance department; to advise on the replacement or renewal of bedding, fixtures and furnishings; to supervise the preparation of dormitories; to carry out a check on furnishings to ensure that all are in good order, repairs carried out and that the rooms are clean and presentable in order maintain a high standard of presentation of the House.
7. **Stores and supplies:** To order adequate supplies of materials and equipment (medical items and other domestic materials), Kitchen and Housekeeping stores and store them safely, keeping a record of the purchases which students make from the House stores and submitting accounts to the BH in order to keep the House supplied with necessary stocks and ensuring appropriate reimbursement of student consumables.
8. **Continuous improvement & Development:** To continuously review and revise the procedures for Matrons in order to keep the School up-to-date with national developments pertaining to teenagers at boarding school, their development and welfare needs.

Measures

(Key performance indicator(s) used to measure the effectiveness of delivery against each accountability)

1. **Welfare:** student Survey; feedback from parents and staff; atmosphere in the Boarding House
2. **Safeguarding Policies and Procedures:** a safe environment in the House; boarders clear on important matters of health, safety, safeguarding, emergency procedures, behaviour, responsibilities and lines of communication; compliance with and knowledge of the NMS.
3. **Health and Medical Arrangements:** Good treatment, timely referrals, healthy boarders, children feeling cared for.
4. **Communication and Record keeping:** Medical audit; positive feedback; precise, contemporaneous records ready for spot checks at any time; clear understanding, evidence of effective professional relationships.
5. **Uniform and Laundry:** Clean, tidy, smart soft furnishings and children.
6. **Domestic responsibilities:** well-maintained, smart-looking, homely, functional House. Regular maintenance audit.
7. **Stores and supplies:** well-equipped, orderly and safe House; evidence of accurate stock taking and accounts records
8. **Continuous improvement & development:** Freshly reviewed written procedures being followed by matrons on a day-to-day basis, with the outcomes clearly visible.
9. **Professional development:** matrons aware of new developments and best practice in their areas; regular attendance of boarding staff meetings; taking opportunities for professional development / routes to improvement through external courses and visits.

Key Dimensions Impacted by the Job: (managers and supervisors; other roles only if applicable)

- All boarding students
- Boarding Staff

Number of Boarding Houses: 2
 Number of Boarders: 108
 Number of Boarding matrons: 1 per House

Key Skills and Experience:

(Relevant qualifications that is necessary or desirable)

1. Matroning experience
2. First Aid – full three day course
3. Basic skills using Word, Excel, Google Drive and Engage
4. Experience in childcare
5. Clean Driving Licence
6. First class interpersonal skills
7. Sound understanding of Safeguarding & Child Protection; Medical Protocols; Health & Safety; School's policies; NMS
8. Excellent communication skills, written and oral
9. Flexible, practical, able to work in a team and take direction, enthusiastic and positive in outlook

Key Interfaces:

(Internal and External organisations or people (including job title) with whom you have regular contact)

1. All boarding students
2. HM and AHM
3. School nurse
4. Maintenance team
5. Director of boarding
6. School office
7. Outside agencies (e.g. medical services, domestic services, travel companies)

Operating Environment and Context of the Role:

(The most challenging features (and reasons) of the job; any critical time constraints, the impact, influences and consequences of the work done etc.)

Claremont Senior School has approximately 300 students, aged 13-18 years, of whom approximately 108 are multi-national boarders. The boarding students are housed in 2 offsite boarding houses: Pyke and Clyde House. The School employs a School Nurse and an assistant nurse.

The most challenging feature of this role is to identify and meet the needs of each and of all students, which may be complex, profound and compounded by learning difficulties, language difficulties, cultural difficulties and the intensity of boarding life; and then to work within a team of matrons to support the nurses and Housestaff in delivering an outstandingly good health and welfare service which is consistent and compliant.

This role represents a great opportunity to be influential in the provision of exceptional medical care by providing a caring environment and practical assistance to the children; and in the delivery of an outstanding

professional service. Well-practiced and established health and laundry related systems are in place in both our boarding houses.

The job-holder will be key to promoting the excellent health and wellbeing support provided to our pupils.

Safeguarding:

(Details of responsibilities in relation to Safeguarding regulations and any other legal entity or any other governance and compliance. Our minimum statement is stated below and should appear in all job profiles along with any further specific requirements for the role)

Claremont Senior School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures. The Boarding House is a potentially high risk area and the highest standards are required at all times.

Job Holder:	Name:		Date:	
	Job Title:			
Approved by SLT:	Name:		Date:	
	Job Title:			