

**Resident Matron**

**Role:**

The Matron is directly responsible to the Housemaster/Housemistress for the general welfare of the pupils within the House including providing pastoral, medical and domestic support.

**Line management:**

Deputy Head (Pastoral)

**Person Specification:**

• Aptitude for dealing with young people in a close environment.

• Empathy and understanding.

• Initiative and ability to work independently whilst being an effective team player.

• Organised and attentive to detail.

• Ability to communicate sensitively with parents, pupils and other members of the team.

• Excellent interpersonal skills.

• Team player with a flexible and willing attitude.

• Good IT skills.

**Job Description:**

**Pastoral:**

• Be responsible for and promote the general health and well-being of the pupils.

• Safeguard and promote the welfare of pupils in accordance with School Safeguarding and Behaviour Policies.

• Check and follow up absences in consultation with the Housemaster/Housemistress.

• Provide adult supervision in the House during the day and to ensure the smooth running of the day and evening where required, including assisting with morning wake-up and bedtimes.

• Respond to parental enquiries in connection with routine House matters.

• Liaise with parents and the appropriate School staff concerning domestic, welfare and medical matters in consultation with the Housemaster/Housemistress.

• Contribute to the maintenance of School standards in uniform and be responsible for the care, supervision, cleanliness and presentation of pupils in conjunction with the Housemaster/ Housemistress.

• Contribute to taster days and other induction arrangements for new pupils joining the House and resolve any settling-in problems.

• Maintain clear and accurate records of any pastoral issues and relay to the Housemaster/Housemistress.

**Medical:**

• Refer medical matters to the School Medical Centre, doctors’ surgery or hospital as required and liaise closely with the Medical Centre to share any health concerns.

• Administer medications in accordance with Medical Centre policies or as prescribed by the doctor.

• Respond to and manage medical emergencies as well as routine appointments, escorting pupils when required.

• Attend First Aid training as provided by the School or other designated organisation.

* Provide weekend and First Aid cover at home sports fixtures on a rotational basis.

• Take care of sick pupils unable to attend normal lessons.

• Ensure supplies of medical items are maintained in a safe and secure manner in accordance with protocols from the Medical Centre.

• Weekly stock checks of medicines and top up where necessary from the Medical Centre.

**Domestic:**

• Carry out regular checks of all bedding, furniture, fixtures and fittings and advise on replacement of these items as required.

• Be available for a full day immediately prior to and after the end of each term to supervise the preparation and clearing up of the House.

* Carry out a full check of the House at least twice per day and ensure a high standard of hygiene and tidiness.
* Prepare and serve morning break snacks and evening supper snacks for pupils.

• Oversee the presentation of rooms in the House.

• Maintain the security of the premises and pupils and report any security issues.

• Carry out Health and Safety and House checks as designated by the Housemaster/Housemistress.

• Fire marshalling duties as required.

**General:**

• Meet with Housemaster/Housemistress on a daily basis to ensure smooth running of the House and oversee the work of domestic staff attached to the house.

• Conduct House tours when required.

• Liaise with the Estates Manager in connection with routine maintenance.

• Maintain accurate and up-to-date pupil records and assist with filing.

• Provide cover for other Matrons and Medical Centre when required.

• Assist with preparation for and attend House functions.

• Be available for training sessions both during term-time and at the start and end of each term as required.

• Attend the INSET at the start of every term.

• Carry out other duties commensurate with the post.

• Respect information, given that you will have access to information which is confidential to pupils, parents and staff.