



JOB DESCRIPTION

Department	Matrons	Date	September 2020
Responsible to	Matron's Co-ordinator	Responsible for	Matron's Assistant (day to day supervision)

Job Purpose

The general welfare of approximately 90 girls or boys (aged 11-17) in one of our boarding houses, working closely with the Houseparent

Responsibilities/Accountabilities

Health & Welfare

- Be the first contact for health problems and First Aid for the pupils within the boarding house when on duty during the day, dispensing medication and the correct recording of this on the Medical Database.
- Notify pupils of any medical and dental appointments they may have and issue appointment slips.
- Provide pastoral care to the pupils within the boarding house and communicate with the boarding house team.
- Communicate with parents in conjunction with the Houseparents.
- Attend junior lunch when on duty to ensure sensible eating and sociable behaviour

Departmental

- Responsible for the training and management of the Matrons' Assistants and to supervise their daily routine.
- Responsible for the ordering of supplies from the Medical Centre, Catering Department, Cleaning Department and the Wardrobe and for their safe keeping.
- Responsible for weekly checks of the boarding house, including pupil tidiness, wear and tear of the fabric of the building and to requisition repairs when necessary.
- Order supplies from the Wardrobe, Catering department and Medical centre as required and be responsible for their safekeeping.

Laundry and Uniform

- Responsible for the general daily care of the pupils' uniform and household linen, including sending these items to the laundry, with the help of the Matrons' Assistants.
- Responsible for issuing, re-sizing, repairing and re-labelling of the school uniform, with the help of the Matrons' Assistants.
- Supervise the pupils in the correct laundry system in place in the boarding house.

Staff Management

- As a supervisor of staff, lead, supervise, deploy, support, develop and train Matrons Assistants.
- Promote good relationships and minimise labour turnover through supervising and motivating staff by proper allocation of duties and responsibilities.
- Report promptly any accidents, complaints or untoward occurrences to the Matrons Department Line Manager.
- Ensure that your own knowledge of health and safety requirements, as relevant to your departments activities, is up to date.

Other

- Assist in the management and execution of projects, as appropriate to the department's general responsibilities.
- Attend any training as required to assist in carrying out these duties and to comply with the current school policies.
- Comply with any health and safety instructions or information given by your Line Manager or the Compliance Officer concerning safe practice and methods of work.
- Complete an annual departmental Risk Assessment of the Matrons' area.
- Take care at all times to maintain your own health and safety and that of work colleagues or any other individuals with whom you may come into contact.
- At all times to observe the requirements of the General Data Protection Regulation as these apply to your post.
- Carry out your duties having due regard to maintaining the confidential nature of the work and business of Christ's Hospital.

From time to time Matrons may be required to assist in other duties in support of other activities at Christ's Hospital. These duties will not when considered in total, be to an extent that changes the overall character of the job.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

Education and Qualifications	<ul style="list-style-type: none">• A good general education• Level 2 Food Hygiene Certificate (or willingness to achieve)• Emergency First Aid certificate (or willingness to achieve)• Level 2 Safeguarding (or willingness to achieve)
Experience	<ul style="list-style-type: none">• Working in an educational setting or with young people Working with children outside of their home environment• Experience in a similar role in a boarding school or residential care setting desirable• Working unsupervised and on own initiative

Skills and Abilities	<ul style="list-style-type: none"> • Good written and verbal communication skills • Sensitivity to the needs of young people • Good organisational and administrative skills • Able to work well within a team • Able to work calmly under pressure • Able to prioritise and manage own work • Able to offer a high level of pastoral care to pupils • Good IT skills • Physically able to climb the stairs many times throughout the day • Able to use a sewing machine (desirable, training will be given)
Personal Qualities	<ul style="list-style-type: none"> • Able to motivate and work with pupils • Able to develop a culture of mutual respect with pupils • Emotional resilience • Caring disposition and an empathy with and understanding of young people • High level of discretion • Patient, unflappable, flexible and adaptable • Good manner with parents, guardians and other staff