



Matron's Assistant

JOB DESCRIPTION

Department	Matrons	Date	May 2021
Responsible to	Matron of Boarding House	Responsible for	Day-to-day Matron Assistance

Job Purpose

- Assisting the Matrons with the day to day running of the domestic and pastoral care of pupils within the boarding house.

Responsibilities/Accountabilities

- Organising the dirty laundry collection for dispatch to the on-site Laundry each morning.
- Sorting, checking and repairing with a sewing machine the uniform, other clothing and linen once returned from the Laundry. The distribution of clean clothing and linen as and when required.
- Labelling and re-sizing uniform as required.
- Maintaining haberdashery supplies and spare shirts and socks at required levels by informing Matron of the department's needs.
- The provision and supervision of drinks and snacks to the pupils during morning Break.
- Assisting the Matrons with the pastoral care of the pupils with due regard to the School's Safeguarding Policy.
- To assist with the smooth running of the boarding house by taking messages in Matron's absence (for example: whilst at meetings or lunch) and acting on them if deemed urgent or necessary, including answering the telephone and making a record of the conversation.
- After training from Matron and the Medical Centre Nurses, be able to dispense certain medicines to the pupils and provide First Aid when necessary.
- To attend any training that the School may provide to assist you to carry out your duties and to improve your skills (for example: Safeguarding, First Aid, Asthma and Epi-pen training, Health and Safety, Prevention of Radicalisation).
- To assist with preparations for the beginning of each term.
- To assist with the clearing up of the house at the end of each term.

- To assist with ensuring that the rooms and their contents within the Matrons' Department are kept clean and tidy.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities.
- To carry out such duties that may be reasonably required by your line manager.

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

Experience

(Types of experience needed)

- Working in an educational setting or with young people is desirable but not necessary
- Experience of using a sewing machine

Skills & Abilities

(Written/oral communication, dealing with public, team working skills, etc.)

- To have good written and verbal communication skills
- To have a sensitivity to the needs of young people
- To have good organisational skills
- To be able to work well within a team
- The ability to use a sewing machine