

## JOB DESCRIPTION: HEAD MATRON

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

<b>Scope &amp; General Purpose:</b>	Working closely with the Head of Boarding, to lead and support the other matrons to ensure the smooth and efficient running of the School with regards to medical and pastoral care of the pupils.
<b>Responsible to:</b>	Head of Boarding
<b>Hours of work:</b>	Full-time during term-time which shall include working days prior to the return and after the departure of pupils, InSet days, and at any other time (including during the School Holidays) as may be necessary in the reasonable opinion of the Headmaster for the proper performance of your duties.
<b>Annual Leave:</b>	Statutory 28 days annual leave which includes Public Bank Holidays ( <i>pro rata</i> ) to be taken during School Holidays. However, in practice and subject to the details regarding specific hours, you will not be required to work during the School Holidays.
<b>Salary:</b>	Dependent on experience
<b>Pension:</b>	Auto-enrolment by the School in the <i>School's Pension Scheme</i> as appropriate.
<b>Commencement Date:</b>	September 2024
<b>Notice Period:</b>	One full School term

### Overview:

The Head Matron at Witham Hall will work in close liaison with the Head of Boarding to lead and support the matron team to ensure the highest standards are maintained in the School medical room (known as 'Surgery') and boarding house.

A matron should be friendly, approachable and a good communicator with children and adults alike.

A matron should enthusiastically and pro-actively foster successful working relationships with the pupils and staff based upon good communication, mutual trust, respect and responsible professional conduct.

Accommodation may be provided at this School for this post for the proper performances of this role.

## Key Tasks

### Administrative:

- To lead the team of Matrons and take responsibility for the efficient running of the Surgery.
- To keep detailed records of any significant illnesses / injuries encountered by boarders and non-boarders and oversee their recovery, monitoring as necessary.
- To assist with the daily processes of registration and pupil absence management.
- To maintain an accurate record of all valuables that children have handed into their care.
- To maintain all records in line with the requirements of the National Minimum Standards for Boarding as communicated by the Houseparents.
- To be familiar with, and help maintain, the centrally located records for dorm lists, bed lists, and all other boarding related files on the network.
- To ensure that, at the end of a shift, the checklist of jobs has been accurately completed and a formal hand-over occurs with the other Matron and/or Houseparents.
- Along with the other matrons, maintain an accurate inventory of all bedding, towels, and uniform kept by the boarding house and source replacement stock as required after consultation with the Houseparents.
- To contribute to internal appraisals of the Matrons' Team.

### Surgery, Health and Medical:

- To assist with the general health and well-being of the pupils; to manage the Surgery for children who require treatment; in case of any doubt or concern, to refer medical matters to the School doctor or parents.
- To keep up to date with current first aid and care practices.
- To ensure that proper records are kept of all treatments and accidents; when appropriate, and in liaison with the Houseparents, to inform parents after attending to a child.
- To oversee the secure storage and administration of medication, as guided by the School doctor or parents.
- To attend any sick pupils.
- To ensure that medical kits are checked and adequately supplied and that the working practices of the Surgery are in line with recommended guidelines.
- To be prepared to attend appropriate training courses.
- To ensure that there is always a sufficient supply of school-owned medication and be responsible for ordering stock where necessary.
- To engage in budget related provision for Surgery in liaison with the Houseparents and the Bursar.

### Boarding:

- Assist with the supervision and care of the health, hygiene, clothing and general welfare of the boarders.
- To become familiar with the National Minimum Standards for Boarding.
- After consultation with the Houseparents, to liaise with parents with regard to boarding or welfare concerns.
- To contribute to the induction of new boarders joining the School; in liaison with the Houseparents and other boarding staff, ensure that any 'settling in' problems are resolved.

- To undertake the supervision of dormitories, as directed by the Houseparents.
- To oversee the good standard of clothing of the boarders, undertaking laundry, ironing, repairing and naming requirements.
- To oversee the Boarders' respective Sitting Rooms and communal spaces.
- To help ensure proper cleanliness and presentation of the pupils in the School, co-ordinating and liaising with the Domestic Team and boarding staff as necessary.
- To manage day-to-day changes to flexi-boarding arrangements, in liaison with fellow matrons and the Houseparents as necessary. This includes changing bedding on a daily basis.
- To assist with the arrangements for, and at times carry out, the laundering of bedding and towels; this will include putting items away when they return from the laundry.
- To monitor pupils' special dietary requirements, in liaison with parents, the Chefs and the Houseparents, and prepare suitable meals for children with dietary needs.
- To help to monitor child eating habits at all meal times and encourage good habits.
- To attend and, where applicable, prepare for Matrons' Meetings.
- To be available a few days before the beginning of term to assist with the preparation of Dorms. After the end of term, to help with clearing up and checking of bedding and clothing.
- To be prepared to attend appropriate training courses in relation to boarding.

#### Pastoral:

- Support routines necessary to ensure the general cleanliness, tidiness and well-being of the pupils.
- To be aware of the School uniform and clothing requirements of the pupils helping to ensure that they have all the items that they require.
- Provide a sympathetic presence in the School and to be sensitive to those who are having difficulties coping with School life; to liaise closely with other relevant staff concerning the progress and welfare of the pupils.
- To carry out such other related duties as may be reasonably required from time to time by the Houseparents, Bursar, and the Headmaster, subject only to the provision that such duties fall within the general aim of the post (*e.g.* taking pupils to the Health Centre, the hospital *etc.*)

#### Sport:

- To offer pitch-side match day first aid.
- To support the catering and hospitality department by serving the parent and staff match teas.

## Knowledge, Skills and Experience Required

### ***Essential***

- A highly approachable manner with a clear track record of outstanding pastoral care.
- Successful completion of necessary First Aid training and medical record training, or a willingness to undergo the same with the School.
- Strong organisational, verbal and written communication skills.
- A high level of motivation, enthusiasm, energy and commitment.
- Ability to handle sensitively and professionally interactions with parents and pupils.
- Proven successful decision-making skills.
- Ability to work under own initiative and to meet deadlines.
- Ability to take the lead and delegate where appropriate.

- Physical capability to meet the demands of the role, which will include physical work.
- Flexible approach to role with the ability to demonstrate the flexibility needed in a busy, successful school.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.
- An appropriate level of IT proficiency.
- Holder of a full Driving licence, with the ability to drive pupils (*e.g.* to medical appointments).
- To have a full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful applicant will be highly committed to this aspect of the job.

### ***Desirable***

- Experience of working with children.
- Medical training, and/or experience of providing medical care.
- A clear knowledge and understanding of the National Minimum Standards for Boarding Schools and compliance.

### ***Note***

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.