



Bishop's Stortford College

Job Description and Person Specification

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| <u>Job Title Appointment:</u> Resident Matron | <u>Grade/Spine Point/Hours:</u> N/A | <u>Salaried/Waged Appointment:</u> Salaried |
| <u>Establishment Details</u> | | |
| Governing Council Approval: Prior to 1 st September 2008. | | |
| Staff Position Number: TBC. | | |
| <u>Responsibility for Completion and Amendment:</u> HR / Bursar | | |
| <u>Date Implemented:</u> September 2018. | <u>Review Date:</u> On Going. | |
| <u>Line Management:</u> Head of Prep School Grimwade Housemaster Post Holder | | |
| <u>Subordinate Staff:</u> None. | | |
| <u>Main Duties:</u> See Attached Sheet. | | |
| <u>Technical Duties:</u> (where appropriate) See Attached Sheet. | | |
| <u>Other Tasks/General Duties:</u> See Attached Sheet. | | |
| <u>Qualifications/Experience/Training/Competences:</u> a. <u>Essential:</u> See Person Specification. b. <u>Desirable:</u> See Person Specification. | | |

Signed: W. Toleman

Appointment: Head of the Prep School, Bishop's Stortford College

Date: 15/09/18

The College reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

BISHOP'S STORTFORD COLLEGE PREP SCHOOL
MAIN DUTIES OF THE GRIMWADE RESIDENT MATRON

General

The resident matron will be someone generous with their time and responsive to the needs of the pupils. Someone who likes and understands young people, a good listener, flexible in outlook, reliable, warm and friendly and with the sensitivity to show tact and diplomacy.

Core Functions

The core functions to be carried out by the job holder include:

- Provide pastoral cover, ensuring the physical and emotional support, for the boarders in Grimwade in conjunction with the Houseparents, when the pupils are in residence;
- Provide medical triage for the Prep School prior to pupils accessing the medical centre, liaising closely with and keeping appropriate records as directed by the Medical Centre nursing staff.

Grimwade House Responsibilities

- To ensure all pupils have access to whatever they need to remain clean and maintain high levels of hygiene;
- To ensure all pupils dressed appropriately, during the day and at night;
- To wash, clean and mend clothing and bedding as required or arrange for same;
- To check pupils' belongings after exeats and holidays to ensure they have all that is required and liaise with Houseparents over missing/ unnamed items
- Assist pupils with packing and unpacking;
- To draw up appropriate changing, bathroom and if required, cleaning rotas for pupils and laundry rotas for pupils' clothes and bedding;
- Stock take cleaning materials and medical supplies every week and make orders as necessary;
- To escort the younger pupils, as directed by Houseparents, to and from meals, concerts, rehearsals etc;
- To promote health and safety throughout Grimwade;
- To monitor and encourage good eating habits and table manners;
- To provide/ store/ sports kit for boarders;
- To monitor and give pupils access to their tuck boxes;
- To provide and serve break time drinks and snacks for boarders;
- To administer prescribed and over the counter medicines for boarders and keep appropriate records including informing Grimwade Houseparents;
- To liaise with the medical centre over doctor, dentist and other medical appointments for boarders and accompany boarders on hospital, dental etc. trips as required;
- Welcome parents and pupils to Grimwade at the start of terms and liaise as necessary with parents at the end of terms;
- To report any building issues to the Estates through the appropriate channels;
- To liaise with the Catering Manager over the provision of meals for pupils who have been engaged in extra-curricular activities;
- To liaise/ assist evening and late duty staff with after lights-out supervision and make final rounds, as required, between 10.30pm and 11pm;
- To answer call bells connected to dormitory areas;

- To supervise waking up duty in the morning with other members of staff on duty;
- To accompany and supervise pupils at breakfast and evening meal times;
- To supervise evening Prep and music practices as required, assisting as appropriate;
- To be part of the Sunday duty rota providing activities for boarders and attend chapel if required;
- To be ordinarily resident in Grimwade House during term time and on call five nights every week;

Prep School Responsibilities

- To escort younger Prep School pupils to the medical centre;
- To act as triage for the medical centre for all Prep School pupils

All staff are required to:

- Arrive punctually in time for duties;
- Be of smart appearance and to set a good standard of dress and behaviour;
- Attend House meetings, staff meetings or other meetings including committees as required.
- Undertake duties conscientiously as required.
- Attend major School functions such as Speech Day, Carol Services, plays, concerts etc. as required;
- Use interests and expertise to benefit the children in activities outside the curriculum after school or during the holidays e.g. drama, skiing, theatre visits, sports' tours, expeditions etc.
- Attend INSET training at School and at other venues where appropriate.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

A flexible approach to all aspects of this role is essential.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to

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always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

The job holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

Person Specification

The below essential and desirable requirements will be measured using the following:

- A covering letter
- CV
- Application Form
- Interview
- References
- Documentary Evidence
- Medical Questionnaire
- DBS Application

| Education and Qualifications |
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| <i>Essential</i> <ul style="list-style-type: none">• Suitable qualifications and/ or experience (e.g. nursing, care work); |
| Experience and Skills |
| <i>Essential</i> <ul style="list-style-type: none">• Good organisational ability;• Creative approach to problem solving;• Genuine desire to work with children;• Competent ICT/ administration skills.• Flexibility;• Good communication skills;• Calmness under pressure; <i>Desirable</i> <ul style="list-style-type: none">• Experience of Independent Schools;• Experience of a residential setting;• Experience of administering First Aid. |
| Personal Qualities |
| <i>Essential</i> <ul style="list-style-type: none">• Ability to get on with colleagues, parents and pupils;• Sense of humour;• Energy, enthusiasm and commitment;• Loyalty.• Smart appearance.• Ability to interact well with all staff.• Versatile and flexible - willing to do a wide variety of tasks, often at short notice.• Good organisational skills.• Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.• Willing to learn new skills. |
| Other |
| <i>Essential</i> <ul style="list-style-type: none">• Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.• Successful candidate requires an enhanced DBS clearance. |