



## JOB DESCRIPTION

**Position:** Boarding House Matron

**Accountable to:** Boarding Housemaster/ Housemistress & BH Health Coordinator (**Items 3 & 4 only**).

**Committee Member:** House Team, Matron Team, Boarding House Team, Health Team.

**Your Professional Duties:** To provide full matron support to the Boarding House students and Colleagues. Develop the ethos of the Senior School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

<b>Communication</b>	<b>Leadership</b>
<b>Thinking</b>	<b>Integration</b>
<b>Engagement</b>	<b>Resilience</b>

### Key Accountabilities

- 1. Safeguarding Policies and Procedures:** To be fully familiar with and adhere to the school's Safeguarding/Child Protection policies. To provide adequate levels of care to the students and support colleagues in maintenance of a strong safeguarding culture.
- 2. Welfare:** To provide a sympathetic presence in the house, being sensitive to those who are having difficulties coping with school life; guiding them to make sound choices; liaising closely with other relevant colleagues concerning the progress and welfare of students. Passing on all concerns about individuals in the House to the HsMs, Deputies and school nursing team. To be actively involved and contributing to the induction arrangements for new students joining the House, so as to provide the highest standards of care and an environment where students are happy and can thrive.
- 3. Communications and Record keeping:** To ensure that appropriate, accurate and up to date written records are kept and communications made to the HsMs, Deputies, school nurses, parents/guardians, other agencies, liaising with other matrons as necessary to comply with medical protocols, adhere to school policies, pass on information and ensure the best care is efficiently provided to the boarding students. **Where necessary print off copies of emails and mobile phone messages so that there is an appropriate paper trail.** NB: The Health Centre will photocopy the school health record when the student is admitted into the school and boarding, and will call home if clarification/expansion of medical information is needed.
- 4. Health and Medical Arrangements:** The matron on duty, is the key contact for all communications regarding medical care of boarding students with the parent/guardian/garrison. The matron is responsible for the management and support of medical arrangements in the house by holding active open 'surgeries' at appropriate times; pre and post school time hours. Assess and refer medical matters to the GP and hospitals when appropriate (following the medical flow charts), you



will be required to take students to these appointments. You may need to liaise with the school nursing team for advice and guidance. It will be your duty to contact families/guardians before arranging appointments to see a GP, dentist or physiotherapist. For some students a decision to ask parents to collect their child to see a GP and to stay at home may be appropriate; adhere to specific protocols.

Respond to medical emergencies utilising the First Aid at Work training. To deal with routine appointments, attending to unwell students in the recovery room or self-isolation bay adhering to the guidelines and policies available. You will need to cover other matrons and be on call as directed, to ensure adequate cover.

The administration of medicines - prescription and non-prescription, in accordance with the Doctor's prescription or as directed by the family with a complete consent form. In a situation where the family is not present, you may take verbal consent and directions and sign on their behalf.

#### **5. Administration: Matrons are responsible for the administration and management of the following in their respective Houses.**

- Ensure students follow the normal daily routines.
- Overseeing the Cleaning team.
- Monitor and manage where appropriate the dietary requirements and needs of the students in their boarding house.
- Laundry and linen supplies.
- Bedroom and communal House furniture.
- Sewing, ad hoc mending and labelling.
- Lost property.
- Maintenance needs of the House and surrounds and logging maintenance requests on School Dude.
- Each Matron will work as a matron team and will include relief, on-call and weekend cover. Each Matron will lead one or two whole boarding house community responsibilities, such as Catering, Laundry, Lost Property, Sewing, Uniform and Maintenance.
- Drive the Boarding Houses Minivan for all work-related tasks.
- Managing the collection, storage, display and delivery of mail, newspapers, magazines and other regular deliveries.

#### **6. Accommodation & Working Hours:**

- The nature of the job makes it impossible to prescribe exact hours but a typical working week will be made up of hours worked and on-call hours, the latter making up the majority of the hours for this job. The busiest times are likely to be early mornings and late evenings. Matrons will share an on-call rota covering weekends, and one day a week.
- The Matron is provided with a single person's accommodation (Matron immediate family may stay, max of 2 adults and 1 child) in which they are required to live when on duty and on-call. If they are unavailable for duty or on-call for any reason, such as illness, they must liaise with the HsM to find a suitable 'stand-in' for covering of their duties, including allowing their replacement to stay in their accommodation overnight if necessary. They should be in the



House and available, whether “on duty” or “on-call” at all reasonable times when the students are around the House.

- Breakfast and dinner are provided during the week when the children are present and over the weekends when the Matron is required to be on duty. Water and electricity are provided free.
- In addition to her salary, each Matron receives \$275 per month Responsibility and Phone Allowance.
- **Matrons are required to support School Camps throughout the year.**
- **Matrons** may be required to help cover for other houses as and when required at no additional cost to the school.

**Key People that all Matrons will have regular contact with:**

- All boarding students.
- All colleagues working within the boarding houses.
- Nursing team based on site at school.
- Outside agencies (e.g. Garrison, Shell, Chinese agency, travel companies, holiday camp providers).
- Parents and guardians; prospective parents and guardians and their agencies.
- Students who attend our holiday camp programmes.
- Cleaners, maintenance, admin, contractors & the catering team.

**Measures** - Key performance indicators used to measure the effectiveness of delivery against each accountability.

- **Welfare:** student survey; feedback from parents and colleagues; atmosphere in the Boarding House.
- **Safeguarding Policies and Procedures:** a safe environment in the house; boarders clear on important matters of health, safety, safeguarding, emergency procedures, behaviour, responsibilities and lines of communication.
- **Health and Medical Arrangements:** good treatment, timely referrals, healthy & happy boarding students, that feel cared for.
- **Communication and record keeping:** medical audit, positive feedback, precise and clear records ready for spot checks at any time, clear understanding and evidence of effective professional relationships.



## PERSON SPECIFICATION FOR THE ROLE OF BOARDING HOUSE MATRON

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education</li> <li>• Valid driving licence</li> <li>• First Aid at Work certificate</li> <li>• Annual refresher of managing medical emergencies, choking and safe use of the AED</li> <li>• Level 2 &amp; 3 safeguarding child protection qualifications</li> <li>• Sound understanding of Safeguarding and Child Protection; Medical protocols; Health and Safety and School policies</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Working as part of a team</li> <li>• Working unsupervised and using initiative</li> <li>• Working with children outside of their home environment</li> <li>• Working at a supervisory level</li> </ul>	<ul style="list-style-type: none"> <li>• Prior work experience in similar post</li> <li>• Nursing – Registered Nurse</li> <li>• Experience in an educational or medical environment</li> <li>• General office administration</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> <li>• Ability to work quickly and calmly under pressure</li> <li>• Ability to prioritise and manage own work</li> <li>• Ability to offer a high level of pastoral care to students</li> <li>• Proficient IT skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to motivate and work with students</li> <li>• Ability to develop a culture of mutual respect with students</li> <li>• Emotional resilience</li> <li>• A caring disposition and an empathy with and understanding of young people</li> </ul>	



	<ul style="list-style-type: none"><li>• High level of discretion</li><li>• Patient, unflappable, flexible and adaptable</li><li>• Good manner with parents and guardians, and other colleagues</li><li>• Citizen or Permanent Resident of Brunei Darussalam</li></ul>	
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