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| JOB TITLE: | Resident House Matron (RHM) |
| LOCATION: | Giggleswick School |
| RESPONSIBLE TO: | Housemaster/Housemistress |
| RESPONSIBLE FOR: | n/a |
| HOURS OF WORK: | 45 hours per week over 36 weeks. Term Time Only plus 3 weeks in non-term time (one week prior to the start of each term) |
| SALARY: | Grade 2 Points 7 £20,045 per annum at 1 FTE. (Pro-rata at 0.92 FTE £18,441). Plus, Accommodation and Pension. |
| 1 FTE ANNUAL LEAVE: | 25 days holiday (plus 8 Bank Holidays) |

Main duties and responsibilities

1. Summary of the role

Giggleswick is seeking to appoint a Resident House Matron (RHM) to one of its girl's boarding houses. It is an excellent opportunity for an energetic, enthusiastic and well-qualified individual wishing to play a significant role within this lively co-educational boarding school environment. It is an incredibly rewarding position, but one that requires patience, resilience and a keen eye for detail.

The ability to encourage high standards, develop a positive rapport with pupils and parents and maintain a calm and caring atmosphere is essential. Sound judgment, excellent communication skills and a good sense of humour will also be invaluable!

Primarily, the RHM will provide direct support to pupils and staff, assisting with managing all aspects of the health, welfare and pastoral care of pupils, adhering to relevant school policies at all times. The successful applicant will work closely with the Housemaster/mistress and the resident & non-resident tutors to ensure the smooth day to day running of the House. They will liaise closely with the Domestic and Properties departments.

A commitment to the values and expectations of this boarding community and to the welfare of the pupils is a vital component of the job.

2. Main duties & responsibilities

Main Duties

The RHM will:

- Assist the Senior House Staff and tutors in maintaining high standards of behaviour;
- Work closely with Senior House Staff as a key member of the pastoral team sharing responsibility for the wellbeing and security of pupils;
- Be expected to liaise with the Facilities Manager and domestic staff assigned to the House;
- Be expected to assist the Senior House Staff in maintaining high standards of personal appearance and tidiness of the pupils;
- At times, be expected to communicate with parents on behalf of Senior House Staff;
- Prepare and supervise the distribution of snacks and food in House;
- Be aware of food allergies of pupils in House;
- Be responsible for basic tidying and cleaning of areas (the domestic team will do full cleans).

Pastoral Care

The RHM will always have the wellbeing of the pupils in house in mind. More specifically the role will include:

- Being a responsible adult to act as an additional 'listening ear' for the pupils' concerns;
- Encouraging high personal standards such as respect for others and for personal property within the House;
- Keeping a watchful eye on all members of the House, especially younger pupils and those far from home;
- Encouraging personal tidiness and organisation, especially in terms of dress and the personal and communal spaces in House;
- Help monitor pupil attendance at mealtimes and other school activities such as Chapel services.

Medical Care

The RHM will oversee the health and wellbeing of pupils in the boarding house. More specifically, the role will include:

- RHMs must be First Aid trained to the satisfaction of the Senior Sister and be able to administer First Aid as necessary;
- Conducting primary assessments of unwell/injured pupils and liaising with the Medical Centre staff as necessary;
- Caring for ill pupils in-House;
- Informing/liasing with parents and House staff regarding ill or injured pupils/following outpatients/hospital visits, etc;
- Taking pupils to appointments/hospital;
- Administering and documenting medication, including controlled drugs, as per the medical policy;
- Ensuring the safe storage of medication;
- Ensuring House staff are aware of pupils with health care needs/allergies;
- Monitoring stock of over-the-counter medication and First Aid supplies;
- Informing pupils of appointments at the Medical Centre and ensuring they attend, updating parents as necessary;
- Keeping the duty nurse up to date with pupils who are ill in the House;
- Occasional overnight medical cover for pupils in the Medical Centre.

Domestic Organisation

The RHM will be responsible for overseeing the day-to-day tidiness and upkeep of the House.

More specifically this will involve:

- Ensuring that pupils put their clothes into the laundry at the correct times and checking that clothing is clean and in good repair;
- Arranging for clothing to be sent to the Sewing Room for mending or dry cleaning and issuing school shop chits for new items of clothing where appropriate;
- Checking that beds are made daily and that sheets are changed regularly;
- Checking the tidiness of study bedrooms; asking pupils to tidy up and where necessary supervise them doing so;
- Regularly checking study bedrooms and common rooms for minor maintenance issues and keeping a House maintenance log;
- Noting defects and liaising with pupils, domestic staff, the School Shop, and the Facilities Manager to rectify any problems;
- Overseeing the fair distribution of break time snacks and making sure that pupils tidy up after themselves;
- Assisting in the organisation of hospitality for House events for parents and pupils;
- Playing a significant role in the end of term tidying arrangements;
- Preparing the House for the start of a new term, airing rooms, checking that they are clean and well-presented.

3. Administration

The House Matron will assist Senior House Staff in routine matters of House administration; this will involve writing to parents via email and making telephone calls as well as helping to run the House Office, collate travel requests and other appointments.

More specifically this will involve:

- Updating House notice boards and notices regularly;
- Supervising the distribution of House mail;

- Receiving and passing on House related messages during the hours of work;
- Helping to organise travel arrangements for pupils.

OTHER INFORMATION
RESIDENT HOUSE MATRON

4. Safeguarding of Children

Safeguarding the welfare of its pupils is of the highest priority at Giggleswick. Every employee of the school has a responsibility to:

- Protect pupils from abuse;
- Be aware of the School's safeguarding procedures;
- Know how to access and implement the required procedures;
- Keep a sufficient record of any significant complaint, conversation or event;
- Report any matters of concern to the Designated Safeguarding Lead;
- Attend annual in-service training provided by the School.

5. Accommodation

The RHM will be required to reside in the Boarding House during term time. Accommodation is provided within the boarding house, which is inclusive of all utility bills and council tax.

6. Transport

Use of the appointee's own car, with prior approval for any occasional business usage, will be covered by the School's insurance and any mileage expenses will be reimbursed at the prevailing rate. Formal legal documents of the vehicle must be seen by the School to ensure that the vehicle is road worthy. DVLA licence checks will also be carried out.

7. Hours of Work

RHMs are expected to work for 45 hours per week over 36 weeks. This will include a mixture of morning, daytime and evening work to be agreed with the housemaster/mistress.

Adhoc overnight on call hours are from 11pm to 7am. If the incumbent is called out whilst on call, time maybe taken the following day, in lieu of.

8. Holidays

RHMs enjoy normal school holidays, except during the week prior to the start of each term when they are expected to work in preparation for the arrival of pupils and this time should include attendance at relevant boarding and pastoral INSET and staff meetings.

- The RHM must be present to ensure that the House is set up and closed down at the beginning and end of term, and to ensure its preparation for the start of the following term.
- They will be expected to be part of a team on a rota system to provide cover on one Exeat weekend per academic year.

Other

1. Other tasks may develop and been added to this role, following suitable training and subject to time available.
2. Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
3. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.
4. This job description may be amended at any time following discussion between the Manager and member of staff and will be reviewed annually.

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| Person specification |
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| | Essential | Desirable |
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| Education & Qualifications | <ul style="list-style-type: none"> Evidence of high standards of literacy and numeracy to a minimum GCSE English and Maths Grade A*- C. | <ul style="list-style-type: none"> Relevant qualifications in medical or welfare related roles would be desirable, but are not essential. |
| Values/Personal Qualities | <ul style="list-style-type: none"> Smart, professional appearance. Excellent communication skills, both orally and in writing. Act with diplomacy and tact. Drive, commitment and enthusiasm. Sensitive to the concerns of others. Have energy, enthusiasm and a good sense of humour. Be reliable, honest and discreet. Be efficient and well-organised. Be flexible in their approach; able to work well with others and take initiative where necessary. Be a positive role model; set and maintain high standards and be willing to foster these in the pupils. Ability to maintain confidentiality and privacy of School and Pupil matters. | |
| Experience & Knowledge | <ul style="list-style-type: none"> Ability to work using own initiative and as part of a team. Proactive approach to work. | <ul style="list-style-type: none"> Experience of working in a School / Boarding School. Experience of working with young people between the ages of 13 to 18. |
| Skills | <ul style="list-style-type: none"> Excellent attention to detail. Computer literate. Have a full driving licence. | <ul style="list-style-type: none"> Proficiency in MS Office: Outlook, Word and MS Teams. |

Probation Period

The first six months of employment will be probationary. The probationary period may be extended at the School's discretion.

Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Rachel Atack, Human Resources Manager, reatack@giggleswick.org.uk

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

School Values

Ensure your work, communication and approach conforms brand values and style of the school. You will need to be aware and comply with the Giggleswick School rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.

November 2021