

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Boarding House Matron
Reporting to:	House Manager / Boarding Hm
Main purpose of the role	
To be responsible for the care, supervision and well-being of pupils; to be responsible for the day-to-day running of the House routines and systems and maintain the good presentation of the House.	

Main duties and responsibilities:

1. **Safeguarding:** To be aware of the needs of the children and act in accordance with the policies and procedures for child safeguarding (countering bullying, substance misuse, health and safety, e-safety, the promotion of PSHE, pupil supervision, medical supervision, welfare concerns and the School's behaviour policy); to support the Hm and other tutors to instil a culture within the House such that safeguarding is central to all operational planning and practices in order to provide a safe and fully compliant boarding environment.
2. **Welfare:** To provide an empathetic 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 staff concerning the progress and welfare of pupils; passing on all concerns about individuals in the House to the HM, School Nurse or Designated Safeguarding Lead; and contributing to the induction arrangements for new pupils joining the house so as to provide the highest standards of care and an environment where pupils are happy and can thrive.
3. **Health and Medical Arrangement:** To manage the medical arrangements in the House including protected designated times to administer medication; referring medical matters to, and escorting pupils to the School Nurse, doctor, or the hospital when appropriate; responding to medical emergencies; administering first aid; dealing with routine appointments; attending to sick children; covering for matrons in other Houses; and administering any prescription or non-prescription medication in accordance with the School's policy, as directed by the School Nurse in order to provide health care to pupils, reporting back to parents and guardians as necessary.
4. **House Management, Communication and Record Keeping:** To ensure that appropriate, accurate, and up to date written records are kept, including use of ISAMs and Myconcern with communications made to the Hm, Tutors, Nursing Team, Doctor, Senior Matron, parents, appropriate departments within the School (such as Catering, Maintenance, Housekeeping, Transport) and other agencies involved in the care and management of the pupils. Liaising with other Matrons as necessary providing consistent care including a daily handover at the change of shift (verbal and electronic) and the Hm is ably assisted in the day to day running of the House.
5. **Policies and Procedures:** To be familiar with and adhere to the school policies especially those pertaining to child protection/safeguarding, anti-bullying, substance misuse and Health and Safety, and to be aware of the

appropriate response needed in these areas; be aware of the requirements of the National Minimum Standards for Boarding Schools; to be familiar with the contents of the House Management Handbook and to follow the practices outline therein in order to provide adequate levels of care to pupils and support colleagues. To keep up to date with training modules (such as Educare).

6. Marketing: To be aware of the School's place in the market and knowledgeable about its ethos, performance, day to day running and its strengths; to be responsible for presenting the House to visitors, as notified by the Admission and Marketing departments; to receive visitors in a friendly, professional manner; as directed by the Hm, to play a part in organising the House for Open Days, Joining Days, Parents events and similar.
7. Housekeeping: To manage the daily running of the house; reporting maintenance issues on Planet; to advise on the replacement or renewal of bedding, fixtures and furnishings. To ensure the house is clean and presentable in order to maintain high standards. To maintain a warm and friendly atmosphere in the House so it feels homely to pupils and the occupants of each bedroom find it a welcoming place. To have pride in the environment, culture and ethos of the house and disseminating this information to visitors.
8. Stores and Supplies: To order adequate supplies of materials and equipment (medical items, items described in the Housekeeping budget and other domestic materials). Kitchen and Housekeeping stores through the prescribed avenues within the Trust and store them safely, keeping a record of the purchases which pupils make from the House stores, working with the Senior Matron and submitting accounts to the Finance Office in order to keep the external providers and keep up to date and accurate records.
9. Uniform and Laundry: To be responsible, together with the House team, for the care, supervision, cleanliness and presentation of pupils in the House, being aware of the School uniform and clothing requirements of pupils; ensuring that they have all the items they require; organising and carrying out the washing of all Boarding House laundry; to maintain high standards of presentation and preparedness amongst the pupils.
10. Professional Development: To attend House boarding staff meetings, matrons' meetings and INSET as required by the Deputy Head, Assistant Head: Boarding, Hm or Head of Nursing; to undertake relevant professional training and development in order to keep up to date with best practice and ongoing preparation for annual review.
11. Other: To carry out any other reasonable request associated with care for and management of the pupils, presentation of the House and management of the House.

Measures:

1. Safeguarding is at the centre of all operational management activities; staff are supported in their safeguarding responsibilities; prefects and senior students are coached and supported in their responsibility as role models; any concerns are promptly and clearly raised with the Bhm or DSL as appropriate. Child protection concerns are documented as per the Child Protection Policy and escalated in line with procedures.
2. Welfare: Pupils feeling comfortable, well-looked after, listened to, supported with evidence of positive feedback through pupil surveys.
3. Health and Medical Arrangements: Appropriate treatment, timely referrals, healthy pupils, children feeling cared for following Health Care Plans and Welfare Plans, communicating health concerns to appropriate staff.
4. House Management, Communication and Record Keeping: Administration of the Medicines audit; accurate compliance audit; clear understanding, effective professional relationships and evidence of teamwork.

5. Policies and Procedures: A safe environment in the House; pupils clear on important matters of health, safety, safeguarding, emergency procedures, behaviour, responsibilities and lines of communication, compliance with the NMS.
6. Marketing: Positive feedback from visitors; being a House of choice for prospective parents; smart appearance of the House and the pupils.
7. House Management: Well-maintained, smart-looking, homely, functional House. Pupils report that they find their House and bedroom comfortable and homely.
8. Stores and Supplies: Well equipped, orderly and safe House with accurate stock taking and accounts records.
9. Uniform and Laundry: Clean, tidy, smart, well equipped and presented pupils. In line with these expectations, to be suitably dressed for front facing members of staff and to lead by example in appearance and self-presentation.
10. Professional Development: Matrons aware of new developments in the school; of best practice in their areas; opportunities for professional development/routes to improvement. To partake in an annual review of their role.
11. Other: Matron's Performances review; performance of the House.

Key Dimensions Impacted by the Job:

1. Number of boarders (per house): approximately 70 Boarders and 12 Day Boarders
2. Number with Medical Care Plans (per house): on average 4/5
3. Number with Welfare Plans (per house): on average 4/5
4. Number with High Level Needs: around 2

Key Interfaces:

1. All staff at the Senior School
2. All pupils (but notably boarders)
3. Parents and guardians and carers; prospective parents and guardians; and agents
4. Outside agencies (e.g. medical services, domestic services, travel companies).

Operating Environment and Context of the Role:

Bede's Senior School houses around 325 full-time, multi-national boarders aged 13-18 years. The most challenging feature of this role is to identify and meet the needs of each and of all boarders, which may be complex, profound and compounded by learning difficulties, language difficulties, cultural difficulties and the intensity of boarding life. Each boarding House also has a number (around 10-15) Day Boarders who require care during the day time until 7:15pm.

The role represents a great opportunity, with the rest of the House team, to be influential in the delivery of exceptional medical and pastoral care by providing a caring environment, nurturing relationships and practical assistance to the children; and an outstanding professional service to their parents and guardians.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
First Aid (both physical and Mental Health First Aid) – if not a holder of certificates in these areas, to be willing to acquire one at Bede's request	E	A, I
Knowledge and Skills		
Basic skills using Google Suite, Outlook, Word, Excel and School's MIS	E	I, E
Verbal communication skills to be able to deal with staff/pupils/parents politely whilst maintaining the need for confidentiality. To have a good sense of humour, adaptability and a sense of proportion.	E	I
Sound understanding of Safeguarding and Child Protection; Medical Protocols; Health and Safety; School's policies.	E	I
Written communication skills; to be able to handle a variety of correspondence in a professional and timely manner.	E	A, E
Experience		
Experience in working with children and adolescents. To have a genuine interest in the pupils, having a warm, approachable, empathetic and sympathetic personality and have a good rapport with pupils being firm but fair and tactful	D	A, I
Personal competencies and qualities		
Proactive, enthusiastic and motivated team player and leader	E	I, E
Flexible, practical, able to work in a team and take direction as well as showing a high standard of self –motivation, self-discipline and integrity, enthusiastic and positive in outlook. To have an ability to use your own initiative, be proactive in finding possible solutions to problems that may arise, relying on reason and persuasion.	E	I, E
To be practical, organised and to keep a cool head in emergencies.	E	I, E
Other Requirements		

Clean Driving Licence and access to a vehicle for all shifts worked	E	A
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Additional information:

- Bede's Senior School complies fully with the DfE Guidance '*Keeping Children Safe in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.
- Salary £13.50 per hour (plus holiday pay) from September 2022
- This appointment is permanent - 30 hours per week. All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.