

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:	Night Matron
Reporting to:	Assistant Head: Boarding & Boarding HM's
Main purpose of the role	
To provide high quality, clinically effective overnight healthcare to pupils at Bede's Senior School supported by the Medical Center Team. To be on call at school ready to attend an unwell pupil who requires overnight care and/or potential clinical assessment outside of the school.	

Main duties and responsibilities:

1. Safeguarding:

- To be aware and have a sound understanding of Safeguarding and Child Protection Policy.
- Recognise and respond appropriately to safeguarding situations acting in accordance with local and national guidelines.
- Report Safeguarding issues through appropriate channels, record events in a timely manner, understand the importance of sharing information when there is a concern or potential risk to a pupil.

2. Clinical Medical provision:

- Provide effective healthcare overnight for a pupil(s) under the guidance of Housestaff. If a pupil requires overnight care due to a physical or mental health condition the school nurse will assess the need of the pupil during the day, plan care and hand the care over to the Night Matron. If a pupil(s) requires overnight care after 20:00, the Night Matron will assess the pupil, contact NHS 111 and either provide overnight care at school or take the child to A&E. The role requires the Night Matron to care for the pupil through the night, as a lone worker. Under some exceptional circumstances, there will be another member of staff supporting the overnight care.
- The role requires an ability to manage medical emergencies, recognising and responding appropriately to deteriorating health conditions. Have confidence in contacting emergency and non-emergency services such as 111 NHS and follow instructions appropriately.
- Escort pupils to local out of hours medical clinics such as A&E, minor injuries, GP surgeries as well as escort pupils in an ambulance when required.
- Treat minor ailments following school policy and have experience, understanding and confidence to use up to date first aid skills. Liaising with the school nurse team, house staff, parents, guardians, the

Safeguarding team, House Managers and Day matrons all in a timely manner ensuring handover of care is appropriate, beneficial to the pupil with confidentiality in mind.

3. Administration of medicines:

- Administer medication according to the School's Medicine Policy and national guidelines including the safe storage and stock check of medicines.

4. Pastoral care:

- Support unwell pupils in a calm and caring manner, keep the dormitory rooms clean, tidy and help with changing laundry if required. Collect meals and provide regular refreshments for the pupils. Encourage and support with hygiene needs.

5. Communication and Recordkeeping:

- To keep appropriate, accurate, and up-to-date written and IT records in line with the Schools' established procedures; having the ability and understanding to use IT programs, documenting information via the Bede's school IT systems.
- Communicate appropriately with parents, House staff, Matrons, school counsellors, the safeguard lead and Medical Centre team as necessary;
- Ensure confidentiality is adhered to understanding when to share information.
- To promote the Medical Centre in a positive way and to maintain the high profile of the department.

6. Stores and Supplies:

- To support the management of adequate supplies of all necessary medical and laundry stocks, ensure the safe and ordered storage of all medical and House supplies.
- To ensure stock usage is efficient and cost-effective.

7. Policies and Procedures:

- To follow school Policy and procedures at all times, working in line with up to date National guidelines being aware of compliance with ISSRs/DfE requirements as well as an understanding of the NMC code of conduct.
- To assist in reviewing, developing and updating all medical policies with the Health and Wellbeing team.

9. Professional development:

- To maintain own professional development with support from Bede's, keeping up to date with any changes and developments within Nursing and care of boarders;
- To maintain their own portfolio of evidence of continued learning and development.
- To attend a fortnightly supervision meeting with their allocated House Manager at the start of a shift.

10. Out of hours cover:

- Cover the overnight care of pupils including weekends. The successful applicant is required to be available at any point in the evening and night to take care of a pupil(s) during the time they are on duty. Overnight sleeping accommodation is provided for the purpose of facilitating the role on the school premises.

11. COVID-19 :

- To care for pupils who may be suspected of or have a diagnosis of COVID-19 overnight. (The applicant will need to be prepared for an eventuality that they may be required to isolate for periods of time if they have come into contact with a person with COVID-19 and whilst caring for them overnight.)

12. Additional Duties:

- The post holder may also be required to undertake any other reasonable duties within the role as requested by the Assistant Head: Boarding or the Medical Services Manager

13. School Camps:

- To provide overnight care for various Bede's school camps during school holidays.

Key interfaces

1. Assistant Head: Boarding
2. Medical Center Team (School Nurses, Medical Services Manager)
3. Headmaster and Senior Management Team.
4. All staff at the Senior/Prep School, including Boarding House staff.
5. Pupils at the Senior/Prep School.
6. Existing parents/guardians, also visiting and prospective parents/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		
Relevant first aid qualification and competent in first aid and basic assessment of an unwell person	E	A
Clean driving licence and access to a vehicle for all shifts worked (Full UK Licence)	E	A, I
Knowledge and Skills		
First class interpersonal skills, ability to communicate in difficult situations including detailed assessment of stressed and vulnerable young pupils	E	I
Understanding and awareness of child development and psychology	E	I, E
Understand personal strengths and weaknesses and the ability to act accordingly, seeking help when required	E	E
Experience		
Health care assistant in a setting such as a hospital	D	A
Basic skills using Outlook, Work and Excel as well as google.	E	I
Personal competencies and qualities		
Ability to prioritise the patient with care, compassion and non-judgement	E	I, E
Energetic, enthusiastic and a good sense of humour	E	I, E
Ability to work well in a team	E	E
Other Requirements		
Ability to work flexibly within the needs of the business	E	A, I
An understanding of safeguarding and its importance in a School environment	E	I
Willingness to participate in clinical supervision and ongoing professional	E	I, E

development		
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Additional information:

- **This position is permanent, Term Time Only.**
- **The working hours are 8.00pm to 8.00am, Monday to Sunday on a rota basis of 4 nights on 4 nights off.**
- **This role will be a job share.**

Hourly rate:

- **£10.90 per hour plus holiday pay**
- **Sleep in rate is paid as above**

Bede's Trust is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

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. All offers of employment are subject to satisfactory references and an Enhanced DBS check