

## RECRUITMENT SUMMARY

<b>Job Title</b>	<b>Boarding House Matron</b>
<b>Department</b>	Pastoral
<b>Line Manager</b>	House Parents / Head of Boarding

## OVERVIEW

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 800 students from age 8 to 18.

The School, opened in 2021, is a joint venture with Trumptech, a leading provider of education services in China including Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF is a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEHF students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.
- find confidence and strength and, acquire and build the skills they need to succeed throughout their lives.

## STAFF

We are seeking to recruit the finest teachers and staff, providing them with the resources to

nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

## **THE POST**

### **I. Background**

The Boarding House Matron's role is one of support to the House Parents in establishing the ethos of the House; to act as a surrogate parent, offering a sympathetic ear when appropriate and advise on personal organisation and hygiene. The Matron's role provides a significant and important contribution to the overall welfare of students in the House. The role also includes being the first point of call if a student is feeling unwell, liaising closely with the Medical Centre and the House Parents. The Matron will work alongside the Facilities Management team, supervising cleaning and laundry, repairs and maintenance. The Matron will work with other members of staff to communicate (email and telephone) with parents.

### **II. Job Responsibilities**

- act as assistant Designated Safeguarding Lead to take care health and safety of the student
  - assist and support the House Parents in the smooth running of Student House and in communicating with parents where appropriate
  - assist smooth boarding process prior to students leaving for the weekend so leaving school and arriving at school campus is smooth
  - be alert to any signs of individual problems or welfare concerns, providing a sympathetic, understanding and trusted point of contact with students in the House
  - be a person, other than the House Parents, to whom students can turn when issues arise
  - work closely with the House Parents to ensure and maintain a happy and secure environment within the House that enables all students to thrive
  - provide a watching brief over the health of students, liaising closely with the Medical Centre
  - ensure the protocols for the administration of medicine established by the Medical Centre are followed
  - in conjunction with the Facilities Management Team, supervise the cleaning and maintenance staff working in the House
  - ensure standards of cleanliness are maintained throughout the House
  - report any defects in the fabric, fittings or furnishings of the House to the Facilities Management Team, following the agreed protocols
  - in conjunction with the House Parents and the Facilities Management Team, organise a programme of planned renewals and repairs
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- adhere to the principles and requirements of the School's Safeguarding Policy
  - undertake Fire Warden training to comply with the school's Health & Safety policy and fire regulations

### III. Requirements

*LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.*

#### **Essential:**

- Strong interpersonal skills and ability to communicate and empathise with students, colleagues and parents
- A self-starter and collaborative team worker, able to work independently and within the team of House staff
- Working proficiency in English
- Strong organisational, problem solving and, resource management skills;
- Flexibility, discretion, and care for the welfare of students in the School's care;
- An interest in education and a desire to be involved fully in the life of the School

#### **Preferred:**

- Experience of working in a residential setting with young adults;
- Experience in a high-quality customer service environment;
- Willingness to work anti-social hours;
- First aid qualification and experience.
- Fluent in Mandarin and/or Cantonese (desirable)

Please send your full CV in both English and Chinese to [HR@leh-foshan.cn](mailto:HR@leh-foshan.cn) if you are interested in this post.