Job Description
Day Matron

Full time post for September 2015

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- Protect Children 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 Safeguarding Officer
- Attend annual in-service training provided by the School
General

Sedbergh School, founded in 1525, is situated in England’s book town amid the unspoiled scenery of the Yorkshire Dales and within a few miles of the Lake District. The school benefits from its rural setting, yet has excellent transport links being close to Junction 37 of the M6 and just twenty minutes from the main London-Glasgow railway line. Manchester airport is within 90 minutes’ drive.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in a broad range of activities and interests. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. The boarding houses are the heartbeat of the school and provide pupils with a strong sense of identity and belonging. Sedbergh is a vibrant and happy community with a great sense of purpose and collegiality.

Casterton, Sedbergh Prep School started in Sedbergh in 2009. Since then, it has almost doubled in size to 200 day and boarding pupils aged 4 to 13. In September 2013 the school will move to outstanding new facilities at Casterton which will see its reputation enhanced further.

Organisation

The Headmaster, Mr A A P Fleck BSc, MA, acts as the “Chief Executive” of both Schools and is supported by a number of senior managers. The Bursar, Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff.

The Bursar has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited.

The Headmaster of Casterton (Sedbergh Prep School) is Mr Scott Carnochan BEd.

Purpose

The role of the Day Matron is to provide a source of care and attention to the welfare of the pupils in the Prep School, in addition to that provided by the Housemaster and Housemistress and other staff. Their duties primarily cover the health and welfare of the pupils, management of the Day Room, sickness records, dispensing and safekeeping of medicines, care of laundry and pastoral support and care.

The purpose of this job description is to indicate the general level of responsibility. The duties of the Prep School Matron will be wide and varied, and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time, but it will include the duties and responsibilities detailed below.
**Duties and Responsibilities**

- It is essential for the Prep School Matron/Housekeeper to be warm, friendly and sympathetic, with an understanding of children, a sense of humour and a genuine concern for the pupils’ wellbeing and development. They are required to positively encourage and organise the pupils in their interests and activities, and develop a proper and friendly relationship with them. They must provide support in the maintenance of morale, ensuring high standards throughout the Prep School. They will also be required, at times, to be firm with the pupils, reminding them when necessary of the need for appropriate manners and courtesy.

- The Prep School Matron will work to a daily routine as outlined by the Prep School Headmaster, which will include a wide spectrum of roles and responsibilities (for instance, arranging and accompanying pupils on dentist, GP and hospital visits, and dealing with pupil sickness and accidents).

- The core purpose of the Matron is to provide the necessary care, support and guidance to the pupils at the Prep School, and this will form an important part of the Matron’s routine. An outline of duty times is set out below but hours will inevitably vary according to the needs of the School. It is essential for the Matron to be flexible, and willing to work whatever hours may reasonably be required by the Prep School Headmaster for the proper performance of the role.

**Core hours:**

- Monday—Friday: 7.30am-5.30pm and alternate Saturdays 8.30am to 1.00pm.

- To be present at the start and end of terms/ half terms and Exeats to support the Housemaster.

- To oversee the duties of Pastoral Care/Cleaning staff in the Prep School.

- To attend the following daily meals:-
  1. Breakfast
  2. Lunch
  3. Milk & Biscuits (M&B)

**Health**

- The incumbent is responsible for the health care of the pupils in the School. In carrying out this function they are expected to liaise with the School Medical Officer and the Sanatorium staff over pupils’ health and the general good health of the School. They are required to recommend to the School Medical Officer any action that they think necessary.
to achieve a satisfactory standard of health, after prior discussion with the Housemaster/Housemistress.

- The pupils must be monitored at meal times, to ensure that they are receiving sufficient nutrient food and drink and encouraging good table manners. Stocks of supplies for breakfast and suppers must always be available in the House. Special dietary requirements must be monitored.

Pupil Personal Appearance and Hygiene

- This will include the monitoring of their uniforms and shoes, ensuring that they are well laundered, in good repair and adhere to the School’s Uniform & Dress Rules at all times.
- Pupils must be supervised and advised on areas relating to their personal hygiene to include, regular nail cutting, teeth cleaning, and hair cutting to ensure that they have a good level of personal hygiene from bodily cleanliness to personal habits.

Laundry & Repairs

- The Matron is responsible for monitoring and maintaining the pupils’ clothing system. This will include efficient collection, preparation and bagging to despatch to Laundry Department on the correct days, monitoring the return from Laundry and storage as well as washing underwear daily in the house. This will assist a satisfactory standard of dress and hygiene is maintained.
- To carry out any sewing repairs required to uniform, including sewing on of name tapes.

Dormitories & Term end packing

- The pupils’ beds, wardrobes and drawers must be tidied daily and cleared of any dirty laundry, and at the same time check that there is sufficient laundered clothing for the pupils available.
- The dormitories must be kept tidy and pupils must be encouraged to assist with this.
- The Prep School Matron must assist and supervise, at the end of term the packing of the pupils’ clothes for them to take home, and if necessary the unpacking of clothes at beginning of term, checking that the pupils have the correct amount of clothes required.
- The post holder must return to the House (at the agreed time by the Housemaster), before the start of term and half term to prepare beds and laundry and ensure that the House is in readiness for the return of pupils and parents.

House, Cloakroom and Changing Rooms Cleaning

- The post holder is responsible for the satisfactory standard of cleanliness of the House and that they are maintained at all times, is responsible for the ordering, safe storing and distribution of cleaning stocks.
• They must also ensure that the Prep School cloakroom and changing rooms are clean, tidy and free of boarders’ dirty laundry at the end of each school day.

• Ensuring that all public areas are presentable and ready to receive guests at all times. To supervise and assist with the House deep clean at the end and the beginning of term and at half term.

**Maintenance**

• The Prep School Matron is responsible for noting and reporting any defects in plant, fabric and equipment within the house as per the School’s system for maintenance.
**Health & Safety**
- The Matron/Housekeeper must be fully conversant with School’s Health & Safety Policy, monitor those sections as it affects the boarding house and instil into all pupils and staff a positive approach to Health & Safety, as well as attending to security and fire precautions on a practical day to day basis.

**General**
- Carry out any reasonable duties as requested by the Prep School Head, Housemaster/Housemistress, Bursar, School Medical Officer, Domestic Bursar or Catering Manager.

**Reporting**
- The Prep School Matron forms part of the Bursar’s support staff, to which any major issues relating to finance and their personal contracts of employment should be directed.
- The Head of the Prep School is the Line Manager, and there is also responsibility to the following:
  1. The Housemaster/Housemistress.
  2. School Medical Officer for implementing School medical policy.
  3. The Estates Bursar for implementing School maintenance policy.
  4. The Domestic Bursar for implementing School cleaning policies.
  5. The Catering Manager for the implementing the School catering policies.

**Person Specification**

**Essential Characteristics**
- An approachable, warm, empathetic and sympathetic personality.
- Patience.
- The ability to quickly establish a relationship and rapport with both pupils and parents.
- The ability to work effectively with pupils, and to be tactful and fair but also firm when necessary.
- The ability to communicate effectively not only with pupils and his parents but also with other pupils and staff.
- The ability to use initiative, and to work proactively to find solutions to problems that arise, relying on reason, persuasion and common sense.
- A good sense of humour, adaptability and a sense of proportion.
- The ability to be practical and organised, and to keep a cool head in emergencies.
- A desire to work as part of a team.
Desirable characteristics

- Experience of working with prep school children.
- Experience in staff supervision.
- First Aid experience and qualifications.

*Casterton Sedbergh Prep School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.*

*Registered Charity No 1080672*