SEDBERGH SCHOOL

JOB DESCRIPTION

Resident Matron/Housekeeper

General
Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters’ and Headmistresses’ Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

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.

Purpose
The role of the Resident Matron/Housekeeper is to provide a source of care and attention to the welfare of the pupils in the House, in addition to that provided by the Housemaster/Housemistress. Their duties primarily cover the health and welfare of the pupils, management of the sick room, sickness records, dispensing and safekeeping of medicines, care of laundry and pastoral support and care, ensuring that the Schools Medical Policy is adhered to at all times.
The Matron/Housekeeper is the key conduit between the Housemaster/Housemistress and the Bursar’s support element within the house, including the day to day management of the domestic staff under the guidance of the School Operations Assistant and indirectly overseeing the catering arrangements of the House liaising closely with the Catering Manager.

It is essential for the Matron/Housekeeper to have sympathy and understanding, a sense of humour, a genuine concern for the pupils’ well-being and development and a warm and friendly personality. They are required to positively encourage the pupils in their interests and activities and develop a proper but friendly relationship with them. They must provide support in the maintenance of morale, standards and the efficient operation of the House, but 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 Matron/Housekeeper should work to the House Daily Routine as far as possible, which may need adapting for hospital visits, meetings etc. It is a requirement, in the position, that they are in attendance for the following daily routines:-

- Breakfast
- Morning Break
- Lunch in the House

The purpose of this job description is to indicate the general level of responsibility. The duties of the Matron/Housekeeper 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 will include:

**Duties**

1. **Health**
   The Matron/Housekeeper is responsible for the health care of the pupils in the House. In carrying out this function they are expected to liaise with the School Medical Officer and the School Medical 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.

2. **Laundry & Sewing**
   The Matron/Housekeeper is responsible for the storage, efficient collection, dispatch and distribution of pupils’ laundry and is required to ensure that a satisfactory standard of dress is maintained at all times, this will include some minor sewing repair jobs to be completed, such as replacing buttons and name tapes.

3. **Pastoral Care**
   The Matron/Housekeeper is required to combine with other staff in the House to provide comprehensive pastoral care for the pupils. She is encouraged to be involved in activities with the pupils. Such care is of paramount importance for new pupils at the start of their...
first term, to help them make the transition into senior boarding life, which is different from what they have experienced in their prep School.

4. **Cleaning**
The Matron/Housekeeper is responsible for the ordering, storage and distribution of cleaning stocks and is required to ensure that a satisfactory standard of cleanliness of the House is maintained at all times.

5. **Catering**
The Matron/Housekeeper is the vital link between the Catering Manager, the house Cooks/Catering Assistants and Housemaster/Housemistress for implementing the catering policy of the School within the House and for ensuring that the standard of catering within the House is maintained to the satisfaction of the Catering Manager.

6. **Maintenance**
The Matron/Housekeeper is responsible for noting and reporting any defects in plant, fabric and equipment as per the School’s system for maintenance.

7. **Financial**
The Matron/Housekeeper is responsible for the completion of the monthly timesheets detailing the hours worked by the House staff, for ensuring their correctness and submitting to the Bursary by the payroll due date.

The Matron/Housekeeper is responsible for managing the expenditure on domestic items and adheres to House budgets issued by the School.

8. **Staff**
The Matron/Housekeeper is the team leader and the key player in encouraging their staff to be highly motivated and ensuring there is a good morale in the house, this will involve an “all hands to the deck” attitude.

Staff reference requests and any other paperwork relating to employment documentation must be forwarded to the HR Department for completion and safe filing of.

9. **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. Attend to security and fire precautions on a practical day to day basis.

10. **General**
Carry out any reasonable duties as requested by the Housemaster/Housemistress, Bursar, School Medical Officer and Line Managers.
**Reporting**

The Matron/Housekeeper 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 Housemaster/Housemistress is the Line Manager for the day to day running of the house, with additional responsibility to the following:-

- School Medical Officer for implementing School medical policy;
- The Estates Bursar for implementing School maintenance policy;
- The School Operations Assistant for implementing School cleaning policies;
- The Catering Manager for implementing the School catering policies.

To assist with any of the above the Matron/Housekeeper also has the support of the Deputy Headmistress - Pastoral and the HR Manager.
Person Specification

Essential characteristics

- Approachable, warm, empathetic, and sympathetic personality
- Effective communication skills with Housemaster/mistress, pupils, staff and parents
- Good rapport with pupils being tactful, fair and firm
- A good listener, mediator and relationship builder
- Ability to use own initiative, be proactive in finding possible solutions to problems that may arise, relying on reason and persuasion
- Good sense of humour, adaptability and a sense of proportion
- Ability to earn pupils’ respect and to support the Housemaster/mistress in achieving the appropriate standards of behavior
- Have a genuine interest in pupils’ and encourage them with their activities and ambitions
- High standard of self-motivation, self-discipline and integrity
- Practical and organized to keep a cool head in emergencies
- Proactive, enthusiastic and motivated team player and leader
- Support to Housemaster/Housemistress, proactive in developing a good working relationship

Desirable characteristics

- Experience of caring
- Experience in staff supervision
- Familiarity with using a computer
Further information

1. **Accommodation**
   It is a condition of the appointee’s employment that they reside in the boarding house during term time. If they wish to remain in residence during the holiday periods, they are requested to notify the Bursar in advance. Full board and lodgings during term time, will be provided free of charge, other than a small tax charge as a benefit in kind.

2. **Hours of Work**

   This position is included in the collective agreement that regulates 4 i) of the Working Time Regulations 1998, which relates to a maximum 48 hours working week shall not apply (opt out). Both parties accept that this clause may be terminable by either parties giving three months’ notice in writing.

   There are no fixed hours of work. These will be such as are agreed with the Housemaster/Housemistress and are outlined in the Job Description for this position:

   The Matron/Housekeeper should work to the House Daily Routine as far as possible which may need adapting for hospital visits, meetings, etc. It is required that they should attend the following:-

   - Breakfast
   - Morning break
   - Lunch in the House
   - From the end of games (if summer timetable) or 17:30 (if winter timetable) until 22:30 (when on duty)
   - Attend gatherings/functions at the Housemaster/Housemistress request

   The Matron may be absent from the House, with the agreement of the Housemaster/Housemistress or his/her appointed representative, for periods during the day. During periods of absence they must organize a clear system of communication detailing their location and return time and appropriately brief any temporary cover.

   The position holder is entitled to the following time off during term-time:

   - One period of 24 hours off per week (but not on a Sunday, unless with agreement of the Housemaster/Housemistress).
   - One evening a week to commence after overseeing the evening meal service. The evening must be by prior arrangement with the Housemaster/Housemistress. Otherwise pupils should have access to them at all times.
   - Evening pupil prep time is also deemed to be Matrons time away from duties, unless an emergency arises.

Matron/HK May 2014
3. **Holidays**

The Matron/Housekeeper will be entitled to paid holidays as follows:

Full Sedbergh School holidays, excluding cleaning periods.

The Matron/Housekeeper must be present to supervise the deep cleaning of the House at the end of term and its preparation for the start of the following term. This will consist of 5 working days, allocated either after the end of a term or prior to the start of a new term, up to a total of not less than three working weeks. The cleaning periods will be designated by the Estates & Facilities Bursar in advance of the School holidays.

4. **Transport**

The School has a designated car for Matron use and would like this to be utilized by Matrons unless it is not available. Use of the appointee’s own car 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.

5. **Mobile Telephone**

School mobile telephones are not provided, but are an essential form of communication, to ensure emergency contact is available, whilst the Matron/Housekeeper is away from the house. All School business calls can be reclaimed from the Bursary, by completing a claims form with full details of the calls (date, caller name and estimate of cost).

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**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 Designated Safeguarding Lead
- Attend annual in-service training provided by the school

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