



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

IAPS Co-educational Boarding School (3 - 13)

Candidate Information Brochure
**Resident Matron: Boys'
Boarding House**

Full time, residential post for November 2020



About Sedbergh School



Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Principal 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.

A co-educational, day and boarding Prep School, Casterton (Sedbergh Prep School) is thriving and enjoying growth in boarding thanks to the calibre and commitment of its staff. Located on the Cumbria, Lancashire and North Yorkshire borders, on a beautiful site with excellent transport links, Casterton, Sedbergh Prep School is a busy school with a strong community where opportunities abound, particularly in sport and outdoor pursuits.

The Organisation

The Headmaster, Mr Andrew Fleck BSc, MA, acts as the Principal of both Schools and is supported by a number of senior managers. The Chief Operating Officer, Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff. Mr Will Newman is the Headmaster of the Prep School.

Boarders in the Prep School are accommodated in separate girls' and boys' Houses. All boys are based in Cressbrook House, located on the first floor of the main school building, with the girls split between Thornfield (Year 8) and Beale House (Year 7 and below). The youngest boarders are currently Year 5 with the vast majority boarding in Years 7 and 8.

The majority of the boys enjoy twin dorms, though a few rooms have greater capacity. Rooming arrangements are rotated on a termly basis. There are plenty of washing and toilet facilities, two common rooms, and a kitchen. Boarders enjoy greater use of the School facilities at the end of the day and over weekends and make full use of the opportunities this provides.

In the Prep School, a range of boarding options exist from one-off nights to weekly and full boarding. We have a sprinkling of overseas boarders from a variety of different countries, although the COVID-19 pandemic has reduced their number at present.

Each resident matron is line-managed by their respective Housemaster or Housemistress, who in turn reports to the Headmaster. In reality, we are a close-knit and supportive team who are willing to be flexible in our roles when required.

<http://www.sedberghschool.org/junior>



Purpose of the Role

The role of the Resident Matron is to provide a source of care and attention to the welfare of the pupils in the House, in support of the Housemaster. Their primary duty is the health, welfare and pastoral care of pupils adhering to relevant school policies at all times. Secondly, matrons will support Housemasters and Housemistresses with administrative duties relating to pupils and their parents. Thirdly, Matrons will liaise closely with operational management to ensure that catering, cleaning and laundry standards in the house are maintained in accordance with school policy and specifications.

It is essential for the Resident Matron 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, without discrimination or favoritism 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 job holder is the key conduit between the Housemaster and the operational element within the house, including the day to day reporting of the House cleanliness to the School Operational Management Team and indirectly overseeing the catering arrangements of the House.

The job holder should work to the House Daily Routine as required by the Housemaster and is expected to oversee all mealtimes in the House while on duty. They will be required to take pupils to hospital at short notice.

Duties

The purpose of this job description is to indicate the general level of responsibility. The duties of the role 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:

Health

Under guidance and direction of the HSM the Matron is responsible for the health care of the pupils in the House, as well as through the School as necessary. 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 ensure that the school's medical policies are adhered to at all times.

At periods through the week, the Matron will take his/her fair share of overseeing the medical room and the care of day pupils falling ill or injured through the day. They will make medical appointments and accompany pupils if necessary.

Pastoral Care

The post holder is required to combine with other staff in the House to provide comprehensive pastoral care for the pupils. She/he is encouraged to be involved in activities with the pupils. Such care is of paramount importance for all. They will look to always fulfil the role that a parent might do in the same circumstances.

Regular communication with parents, either via email, phone or in person at drop off and collection is an essential part of the role; parents must feel reassured that their children are under the watchful eye of caring and empathetic staff.

Keeping the boys properly equipped, clean and dressed for School; helping them to maintain orderly dorms.

Administration Support

The post holder will be required to provide HSMs with administrative support in running the House as required by the HSM. Matrons will be expected to be in frequent contact with all pupils' parents regarding logistical queries and will be expected to establish contact with all guardians.

Administrative tasks will include:

- 🏠 Recording house roll calls and maintaining accurate registers;
- 🏠 Submitting requests for flexi-beds to be made up to cleaning staff.
- 🏠 Maintain all travel information;
- 🏠 Medical records, including appointments and travel arrangements;
- 🏠 House maintenance requests;
- 🏠 Report on the quality of Housekeeping, laundry and catering;
- 🏠 Complete event pro formas;
- 🏠 House events support;
- 🏠 Complete fire drill administration;
- 🏠 Maintain House noticeboards;
- 🏠 Ensure pupils have the correct uniform and equipment;
- 🏠 Communicate with parents over logistical matters;
- 🏠 Administration of activity, games, socials and haircuts etc.;
- 🏠 First response to staff regarding missing pupils;
- 🏠 Meet and greet parents at House events;
- 🏠 Maintain Matron's diary;
- 🏠 Liaising closely with parents to organize all individual pupil travel arrangements for the arrival and departure at School;
- 🏠 Liaise with pupil Guardians as requested.
- 🏠 Experience of caring;
- 🏠 Experience in staff motivation;
- 🏠 Familiarity with using a computer.

Additional Duties

Additional duties will include:

Sewing & Clothes Preparation

The Resident Matron is not responsible for the majority of laundry operations within the house, but is responsible to ensure the efficient collection, dispatch and distribution and storage of pupils' laundry and is also required to ensure that a satisfactory standard of condition of clothes are maintained at all times, this will include some minor sewing repair jobs to be completed, such as replacing buttons and name tapes. On occasion, 'emergency laundry' might be required in the event of unforeseen sporting commitments, for example.

House Cleanliness

Whilst there is no direct line management responsibilities for the cleaning members of staff in the house, the Resident Matron is responsible to ensure that there is a clean and pleasant environment within the House. He/she remains a key player in encouraging the house staff to be highly motivated and ensuring there is a good morale in the house.

The Support Services Manager is responsible for the cleaning staff and the School standards, any concerns must be directed to him.

House Food Service

Whilst there is no direct line management responsibilities for the catering members of staff in the house, the post holder is responsible to ensure that any concerns over the meal services are reported directly to the Chef Manager who is responsible for the School food standards.

Maintenance

The post holder is responsible for noting and reporting any defects in plant, fabric and equipment as per the School's Help Desk system for maintenance.

Health & Safety

The Post holder must be fully conversant with School's Health & Safety Policy. Monitor those sections as it affects the boarding house and instill into all pupils and staff a positive approach to Health & Safety. Attend to security and fire precautions on a practical day to day basis.

General

Carry out any reasonable duties as requested by the Housemaster/Housemistress or Headmaster.

Reporting

The Resident 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 post holder will take direction from the HSM 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 Manager for implementing School Maintenance Policy;
- 🏰 The Support Services Manager for implementing School cleaning policies;
- 🏰 The Hospitality Manager for implementing the School Catering Policies.

The Resident Matron will be appraised by the Headmaster who is their Line Manager.



Person Specification

Essential Characteristics

- ✦ Approachable, warm, empathetic and sympathetic personality;
- ✦ Effective communication skills with Housemaster/Housemistress, 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.



Essential Characteristics Continued

- ✦ Ability to earn pupils' respect and to support the Housemaster/Housemistress in achieving appropriate standards of behaviour;
- ✦ Having a genuine interest in pupils and encouraging them with their activities and ambitions;
- ✦ High standard of self-motivation, self-discipline and integrity;
- ✦ Practical and organized with an ability to keep a cool head in emergencies;
- ✦ Proactive, enthusiastic and motivated team player and leader;
- ✦ Ability and willingness to support the Housemaster/Housemistress in developing good working relationships.



Desirable Characteristics

- ✦ Experience of caring;
- ✦ Experience in staff motivation;
- ✦ Familiarity with using a computer.



Further Information

Accommodation

Resident Matrons are required to 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.

The accommodation offered to the Cressbrook Matron is located off the quietest corridor of Cressbrook and includes one bedroom, dual aspect living area, bathroom and kitchen. Casterton is an attractive, peaceful village just a short distance from Kirkby Lonsdale, home to an attractive selection of shops, pubs and cafes.

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.

Overnight on call during days of work from 10pm to 7am. If the incumbent is called out whilst on call, time maybe taken the following day in lieu of.

The post holder 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 as pre agreed with the HSM;
- 🏠 One additional evening per week commencing 7pm.

Holidays

The Resident Matron & Assistant to House Parent will be entitled to all School holiday periods apart from an additional 3 week period non term time as follows:

The Resident Matron & Assistant to House Parent must be present to ensure that the House is set up and closed down at the beginning and end of term and its preparation for the start of the following term. This will consist of 4 working days, allocated either after the end of a term or prior to the start of a new term, and 1 day at every Half Term, the total days will equate to a total of three working weeks.

Transport

The School has a designated car for Matrons' and would expect this to be utilized by Matrons, unless it is not available. Use of the appointee's own car (with prior approval) 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.

Mobile Telephone

School mobile telephones are provided as an essential form of communication, to ensure emergency contact is available, whilst the Resident Matron is away from the house.

Safeguarding Responsibilities

Safeguarding the welfare of children is of the highest priority to Sedbergh Preparatory 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.

How to Apply

To apply for this vacancy please complete the Sedbergh School application form at the bottom of the Sedbergh School vacancies webpage. An application form may also be obtained from the HR Department on: hradmin@sedberghschool.org.

For further information on this vacancy please contact the HR Department on: hradmin@sedberghschool.org.

The closing date for applications will be Friday, 25 September 2020.

Early application is advised as an appointment will be made upon finding a suitable candidate.

We look forward to hearing from you



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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.

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