



# MOUNT KELLY

Boarding and Day School  
Boys and Girls, Aged 4-18

## **Matron**

The Matron may be appointed to a Boarding House although the role requires cover from a school wide perspective as directed by the School Nurse and Deputy Head Pastoral.

The Matron deals with the health and welfare of the pupils, and they have a special role in assisting the Housemaster / Housemistress to create a happy and well- disciplined atmosphere throughout the House.

The role is responsible for the welfare of the students by assisting the Housemaster / mistress in the supervision of the health and welfare of the pupils within his/ her 'House'.

The position requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible in outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. An even temper dealing with all situations in a co-operative and sensitive manner is fundamental to carrying out this job effectively.

The responsibilities listed below are neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

### **General Responsibilities**

- Provide appropriate pastoral care and assistance for pupils.
- Liaise with the Housemaster/Housemistress on a daily basis.
- Liaise with the School Nurse as necessary.
- Liaise with Parents / Guardians on all welfare matters.
- Cover other Matrons' days off as required.
- Attend Matrons' Meetings and training sessions, as required.
- To be aware of correct procedures and conduct in relation to the safeguarding care and protection of young people, and to ensure that they are followed at all times.
- To undertake any reasonable additional requests and duties in support of the House and the School.

### **Medical Responsibilities**

- To be aware of and to follow all medical policies and protocols.
- Manage the immediate and on-going health and medical needs of the pupils in their house.
- Escalate medical issues or emergencies appropriately.
- Escort and attend appointments with pupils and collect prescriptions as required and directed by the School Nurse.
- Liaise with the School Nurse on all medical / treatment needs of Pupils.
- Ensure medical records are maintained accurately.

- Provide “pitch-side “cover as required and directed by the School Nurse.
- Respond to medical emergencies.
- Complete accident forms where appropriate ensuring they are handed to the Health and Safety Officer.
- Maintain medical confidentiality at all times.

### Housekeeping

- Deal with pupils’ laundry collection and distribution
- Ensure that bedding and linen is changed and laundered, as required
- Ensure that adequate supplies of household requisites are ordered, maintained and monitored.
- Support the efficient use of resources and make recommendations for improving the best use of resources and equipment
- Ensure that any defects, faults or repairs are reported promptly and correctly and to follow up on any action required
- Report any infestations to the Housekeeping Supervisor and the Bursary
- Plan, monitor and advice, as required, on the regular and periodic upkeep of the House and its furniture, furnishings and fittings
- Ensure that House cups and trophies are kept in a secure and good condition.

### Health and Safety

- Work to ensure the safety and security of the House and its occupants at all times and to safeguard school and pupils’ property.
- To be familiar with and to comply with all legal requirements regarding COSHH, Health and Safety, Manual Handling, Safe Systems of Work and Fire Safety.
- Ensure that staff under supervision are aware of the requirements under Health and Safety legislation and comply with them.
- Report hazards and potential hazards to colleagues and management.
- Co-operate with the regular inspections and testing of Fire Precautions equipment and installations and to maintain all appropriate records, if required.

As a matron you will form close relations with the pupils under your care and it is important that this relationship is an appropriate one at all times. You are also expected to show discretion and to act as an appropriate role model.

The matron will also be expected to work closely with the boarding staff to play a full roll ensuring the on-going health, welfare and safety of the pupils in their care.

### Personal Specification

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Organised and methodical</li> <li>• Ability to work on own initiative</li> <li>• Experience of working in a School or medical/care environment</li> <li>• Excellent verbal and written communication</li> <li>• Able to work calmly under pressure</li> <li>• Experience of providing pastoral care to pupils</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to motivate and work with children</li> <li>• Emotional resilience</li> <li>• A caring disposition and an empathy with and understanding of young people</li> <li>• Excellent manner with parents, guardians, pupils and staff.</li> </ul>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• A good standard of general education</li> <li>• Driving licence</li> <li>• Understanding of First Aid/Emergency First Aid Certificate</li> <li>• Good literacy and numeracy skills</li> <li>• Understanding of data protection</li> <li>• Experience of working with confidential and sensitive information</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Satisfactorily meeting the school's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK</li> </ul>

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

#### COMPASSION

##### **Empathy Tolerance Kindness**

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

#### COURAGE

##### **Determination Resilience Grit**

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

#### HUMILITY

##### **Modesty Gratitude Selflessness**

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

#### RESPECT

##### **Courtesy Service Consideration**

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

#### COMMITMENT

##### **Dedication Loyalty Endurance**

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

## INTEGRITY

### **Honesty Decency Morality**

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.