



CLAYESMORE

D O R S E T

Residential Matron

Thank you for your enquiry for the position of Residential Matron at Clayesmore Prep School.

The job you have asked about is working within a small team of three qualified nurses and two matrons. We work closely together, with the house parents and Headmaster's wife, to ensure the smooth day to day running of the boarding house.

Clayesmore Prep School is a small boarding school situated midway between Shaftesbury and Blandford Forum on the A350. It occupies a fine site and is a flourishing community of 276 girls and boys, from Nursery to Year 8, of which approximately 70 are boarders, aged between 7 and 13. Clayesmore Senior School shares the same site and we have a sports centre with indoor swimming pool, sports hall, gymnasium floor, 2 squash courts, an astro turf and an array of playing fields, all set in 62 acres which include wooded areas and a lake.

The successful candidate will need to be hard working, flexible, able to work unsupervised, reliable, punctual, able to plan ahead and above all build up a good rapport with the children, so they feel they can approach you at any time about anything.

The day to day routine is straight forward, but you will need to be able to change direction at any time, for instance if children need to replace wet clothing or they suddenly need their best uniform for something that crops up. Flexibility is the key word here.

At the beginning of term we start work a few days prior to the children arriving back to school to get the boarding house organised for their return, and at the end of term it is usual that we work a day or two after they have finished, to tidy the house for the holidays. We also pack and unpack trunks/cases for the children at each beginning and end of term.

You will have accommodation within the boarding house and are asked to be resident from 22.00hrs on Sunday to 07.00hrs on Saturday.

Clayesmore Prep is a happy place to work and the children are lovely. If you would like us to consider you as a candidate for the role of residential matron, **you should submit a written letter, CV and completed Application Form to: Mrs Heather Proctor, Senior Nurse, Clayesmore Preparatory School, Iwerne Minster, Blandford Forum, Dorset DT11 8PH.**

Please include the names and addresses of two referees.

School Office: 01747 811707

E-mail: prepsec@clayesmore.com

Website: www.clayesmore.com



CLAYESMORE

D O R S E T

DAILY ROUTINE

- 7.00 Wake children, make sure correctly dressed for school. Girls' hair tied up
- 7.20 Empty all dorms and escort the children to breakfast, pupils to sit on dorm tables
- 8.00 Back to boarding house, make sure children clean their teeth and tidy dorms ready for inspection
- 8.20 dorm inspection, all pupils leave for school immediately after inspection
- 8.30 go round all dorms, tidying as you go, straighten all duvets leaving only tuck boxes under beds. Remove towels, coats, instruments and sports kit from dorms.
- Check bathrooms. Flush all toilets, pick up all towels and open shower curtains
- Routine continues as:
 - Empty tumble dryers, returning clean laundry onto shelves
 - Put out clean shirts, any other appropriate laundry for that day, play clothes and net bags for each pupil onto each locker

- 10.15 prepare for break
- 10.30 – 10.50 break time for pupils. Give out fruit, drinks and biscuits. Tidy up after
- 11.00 back to preparing baskets for next day, ensuring sports rolls are made up, all laundry that comes back from main building is packed away, return any day pupil's lost property to the changing rooms etc
- 12.30 Lunch
- 13.00 – 17.00 time off

- 17.00 close windows, draw curtains, put out laundry bags and baskets for the evening's laundry collection
- 17.20 meet younger children in gym to take to supper
- 17.30 – 18.00 supper with children
- 18.00 prep with younger children
- 18.30 – 19.15 activity with pupils
- 19.30 showers commence
- 20.30 Once all the children are showered and ready for bed, put the net bags into wash
- Fill in fire list. Place a copy on each corridor
- Tidy pantry
- Off duty at 21.30 once all chores are done

TEA/COFFEE TO BE DRUNK AT REGULAR INTERVALS BUT USUALLY ON THE HOOF!!!!



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D O R S E T

MONDAY TO FRIDAY ROUTINE

Monday

- All boxes to be put onto beds for cleaning ladies to Hoover
- Net bags and shirts out

Tuesday

- Strip beds before breakfast. One week sheets, next week duvet covers
- Bathroom towels change every week
- PJs change every week
- A lot of laundry comes back today. Once unpacked, prepare sports bundles for next change
- Net bags and shirts out

Wednesday

- Locker tops cleared for cleaning
- Blazers out for team matches
- Net bags and shirts out

Thursday

- Net bags and shirts out
- Change sports kit

Friday

- All clean uniform to be put out onto lockers, including net bags and blazers
- Prepare baskets of socks and pants to be put out Sunday evening.

Playclothes can be taken in for wash at any time, as can any dirty/muddy uniform.
Children's hair to be checked once a week for head lice. If found, the child needs to have regular nit combing with conditioner until clear.

Check nails at regular intervals.

Make sure children clean teeth twice a day.