

Job Title Matron (The Bower and Devine – part time)

Responsible to Deputy Head Pastoral

### **Role Overview**

The primary purpose of this position is to assist the Houseparents in the duties associated with the boarding operation at Clayesmore Senior School and to oversee the pastoral wellbeing of all pupils in their care. This part-time position also encompasses a responsibility for overseeing and monitoring the weekly boarding house health and safety checks across the school.

# **Responsibilities and Duties**

With the exception of the Health & Safety monitoring duty, the holder of this position will not be expected to carry out all these duties, but will assist with some of them, as directed by the Houseparent.

- To work with the Head of Compliance to oversee and monitor the weekly health and safety checks in all boarding houses.
- To carry out lunchtime registration of pupils in the boarding house.
- To organise travel arrangements for pupils for holidays and exeats
- To buy and administer tuck
- To assist the Houseparent in accounting for house monies and pupil spends
- To coordinate the laundry arrangements
- To assist the Houseparent in maintaining the physical state of the house by encouraging pupils to look after their environment, making regular checks on the physical state of the house and communicating with the Estate Department and Housekeeping for damage to be repaired or to have furniture replaced
- To support the pupils in organisation and tidiness, being prepared to spend time teaching them how to look after their spaces
- To be familiar with boarding school routines and procedures
- To help plan and organise House events
- To communicate with the Houseparent, and other members of the house team where necessary about current pupil issues
- To communicate directly, should the need arise, with the deputies or the Head
- To ensure that the Day Book is kept up to date and available
- To liaise with the medical centre as necessary and to support the pupils in adopting a healthy and hygienic lifestyle
- To support the Houseparent in implementing Health and Safety policies in the house
- To attend staff meetings as required
- To support school's safeguarding, behaviour and discipline policies
- To support the Houseparent in the fostering of homely atmosphere, a sound house ethos and encouraging values of mutual respect and care amongst the pupils

- To work with the Houseparent, supporting their aims and the ethos they seek to create in the House
- To administer first aid in emergencies/when required
- To accompany pupils attending dental, doctor, optician and hospital appointments when necessary

# **Person Specification**

#### Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Experience of working with young people and understanding their needs
- Understanding of safeguarding and child protection responsibilities
- A warm and welcoming nature with the ability to deal calmly with sensitive and difficult situations
- Be energetic, enthusiastic and hard-working, demonstrating flexibility and a keenness to help
- Demonstrate sound judgement skills and use of initiative
- Experience of working in a multi-disciplined team
- Proven written and verbal communication skills
- Attention to detail, experience of keeping accurate, confidential records
- Experience of assessing and prioritising own workload
- Proven ability to plan and organise
- ICT skills including Word, Excel and database knowledge
- Good level of education, with an accountable standard of numeracy and literacy
- Sense of humour
- Current, full UK driving licence

### Desirable

- First Aid Qualification
- Awareness of infection control procedures
- Experience of working in a boarding environment
- D1 category on driving licence

## **Additional Information**

- This is a term time only role, working 33 weeks per year
- The postholder will be required to attend work on Open Days and at the start and end of terms where necessary, the hours for which will be paid on submission of an additional hours claim form
- As this is a term time only post, there is no entitlement to book annual leave, in your salary you will be paid an additional 5.6 weeks per annum in lieu of annual leave
- Benefits include a free lunchtime meal when applicable, free membership of the Clayesmore Sports
  Centre, death in service benefits and a non-contributory pension scheme with a current contribution
  from the school of 8% of your salary. Membership of the Clayesmore Society and associated member
  benefits

Date reviewed: May 2024

Reviewed by: Deputy Head Pastoral

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.