



<b>Job Title</b>	<b>Health &amp; Wellbeing Centre Matron (overnight)</b>
<b>Responsible to</b>	<b>Head of Health &amp; Wellbeing Centre</b>

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### **Role Overview**

The primary purpose of this position is to work with the team of nursing staff to ensure the smooth running of the Health & Wellbeing Centre, ensuring that the highest standards of pastoral and medical care are in place.

### **Responsibilities and Duties**

- To help provide a calm, happy, relaxed environment within the Health & Wellbeing Centre
- To provide first aid to all Prep and Senior School pupils during the evening and overnight
- Deal with any emergency situation using 111, 999 or SLT Duty Manager as appropriate
- Administer over the counter medication as instructed
- Administer prescription medication as per the prescribed guidelines
- Assisting the nursing staff with the care of pupils with chronic medical conditions, for example, diabetes (for which specialist training is provided)
- To record all treatments and the giving of over the counter and prescribed medications
- Report all safeguarding concerns to the Designated Safeguarding Lead
- Ensure that all concerns regarding a pupil are logged on the My Concern (or system in use at the time) system
- Inform and liaise with parents and house staff if a pupil is unwell
- To provide a detailed handover to the next member of staff on duty
- To be resident overnight as set out in the staff duty rota
- Read weekly pastoral meeting minutes and discuss pupils of concern with the Head of Health & Wellbeing Centre
- Ensure excellent levels of cleanliness are adhered to at all times, cleaning and disposing of waste materials and changing overnight pupil's beds when necessary
- Undertaking administration duties when time allows
- Be approachable, caring and sympathetic
- Demonstrate flexibility at all times and react positively to a change in routine

## Person Specification

### ***Essential***

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Qualified in Paediatric and general First Aid (training can be provided)
- Confident working unsupervised
- Good personal interactive skills with young people, their parents and staff
- Good listener, flexible outlook, warm and friendly disposition
- Well organised, practical and calming influence
- A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner
- Experience of working with young people, ideally 5 to 18 years of age
- Competent IT skills

### ***Desirable***

- Experience of providing care in a school, hospital or care home
- Driving licence

### **Additional Information**

- This is a term time only contract for 33 working weeks per year (term time) plus one additional week to be worked during the school holidays for INSET, training, preparation, etc
- The Centre operates on a rota, this role will work from 6.00pm on Saturday until 5.00pm on Sunday each week during term time. There is provision for the post holder to sleep during the hours of 10.00pm until 6.00am if pupils are not requiring attention.
- Holiday entitlement – your annual salary will include a payment equivalent to 5.6 weeks in respect of annual leave
- Benefits include a free meal during the shift, free membership of the Clayesmore Sports Centre, death in service benefits and pension scheme
- Membership of the Clayesmore Society and associated member benefits

**Date prepared :** August 2025

**Prepared by :** Deputy Head Pastoral / Head of Health & Wellbeing Centre

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