



# GORDONSTOUN

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## SHIFT MATRON

**Reports to:** House Parent

**Job Purpose:** The Matron is a key member of the Pastoral Team in a Boarding House. As such, the Matron has an important role to play in the care, welfare and happiness of the students in the House.

The Matron is directly responsible in the first instance to the HP (House Parent) or the AHP (Assistant House Parent) when the latter deputises for the HP and through them to the Assistant Head Boarding and eventually to the Deputy Head Pastoral.

The post-holder will be full-time, “term time plus” Monday - Saturday, normally working shifts between 0700hrs to 1830hrs. Due to the nature of the role, Matrons are expected to be flexible as and when it is necessary to ensure that the required level of service and care is in place. Certain duties are required to be completed a few days before and after the end of each term before the holidays commence.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

**Grade and working hours: 2A or 2B Dependent on qualification - 0.76 FTE**

**Responsibilities of all members of staff:**

- Comply with Gordonstoun’s policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

**Major responsibilities of the role:**

**Pastoral:**

- To provide an adult presence in the House during the hours specified in the Matron’s contract and to give students help, support and encouragement where appropriate under guidance from the HP or the AHP.
- To be approachable to students with an open-door policy.

- To be aware of the organisational requirements of the School in terms of student attendance at lessons, examinations and activities. The Matron is the first line of call when a student is missing from class, the start of public examination or an activity.
- To monitor student presence and activity in the House during study periods and reports any problems to the HP. Any visiting students are required to report to the Matron if they enter the residential section of the House.
- To encourage students to maintain high standards of hygiene, appearance and behaviour.
- To work closely with other members of the Pastoral Team and operational teams as may be required to fulfil the requirements of the post.

### **Organisational:**

- To ensure that the House Daily Logbook is kept up-to-date, stored securely at all times and is passed to the afternoon Matron or HP before the end of the shift.
- To monitor the on-going cleanliness of the House to ensure that it complies with the Service Level Agreement set up between the House and the School Domestic Services, advising the HP of any concerns.
- In conjunction with the HP, to ensure that domestic routines are adjusted, where appropriate, to cater for special events, such as visits, open days etc.
- To answer the telephone, record messages and provide personal reception at the House for visitors, including parents, prospective parents, maintenance staff and representatives from outside organisations on School business.
- To liaise with the Travel department in regarding to students' travel arrangements.
- To organise 'ad hoc' travel to Elgin and/or surrounding local areas.
- To update and effectively maintain wellbeing records accordingly.
- To assist with any Tier 4 visa administration on behalf of the students.
- To report and record maintenance issues, liaising with the appropriate department(s) to ensure timely resolution.
- To organise the ordering, labelling and collection by the appropriate company of items of luggage as required.

### **Uniform & Property:**

- To be responsible for checking each student's uniform at the start of the year.
- To monitor the appearance of students, taking appropriate action to ensure that they are smartly dressed, conducting specific checks on certain items and generally encouraging the students to take pride in their appearance.
- To guide the students in the proper care and organisation of their clothing.
- To be responsible for minor repairs and some naming of clothing.
- With the HP and other staff, to share the responsibility for the tidiness and appearance of the House.
- With the HP, to play a key role in property issues, working closely with the Captain of Property in order to locate missing items, and to promote an ethos of respect for the property of others.

### **Laundry:**

- To be responsible for the supervision of the despatch of all laundry to the School Laundry, ensuring that the Laundry Guidelines are followed.
- To be responsible for the supervision of the House laundry, monitoring the use of washing machines and devising a timetable for access to the machines if required.
- In the House laundry, to help out occasionally with the washing, sorting and returning of clothes.

- To endeavour to ensure that all bed linen is changed on the appropriate day and bagged for collection.

#### **Medical:**

- To provide some basic medical care under the guidance of the Health Care Manager in the school Health Care Centre ensuring that all procedures are correctly followed.
- After consultation with the Health Care Centre, to take responsibility for the collection, appropriate and secure storage, and the administering of prescription and non-prescription drugs to pupils according to School protocols and ensuring that all such administrations are accurately recorded in the log provided.
- To refer students to the Health Care Centre when there is a concern about their condition.
- In exceptional situations, to accompany students on routine medical, optician and/or dental appointments.
- To audit medicine cabinets.
- To provide information and offer advice on health issues within the House and to maintain an up-to-date supply of appropriate leaflets and information packs.

#### **Safety and Security:**

- To monitor the security of the House, ensuring the entrances are secured on the code locks.
- Confirm photographic ID of contractors/visitors ensuring that comply with signing in and out procedures and ensure appropriate signage is on display.
- To be aware of the Fire Regulations and monitor adherence to them by students.
- To ensure that Fire Exits are kept clear from obstruction at all times.
- Turn off all electrical appliances whilst undertaking daily room checks.
- If required, in the absence of the HP or AHP, to conduct an evacuation of the House according to all the required procedures.
- To report any concerns about Safety issues to the HP.
- To assist in ensuring that all electrical items in the possession of students are tested according to School safety requirements.
- Any other duties that are considered to be reasonable within the remit of the role.

#### **Management & Performance Development Reviews:**

- All Matrons are required to attend fortnightly Matrons' Meetings and will participate in Performance Development Reviews by the Assistant Head Boarding via the House Parent on a timely basis.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> <li>● Registered with SSSC or NMC or other professional body recognised by SSSC</li> <li>● Achieved SVQ 3 in Health and Social Care or equivalent or working towards qualification</li> <li>● Experience of working with children/adolescents</li> </ul>	<ul style="list-style-type: none"> <li>● Counselling Qualification</li> <li>● Nursing Qualification</li> </ul>	Application form Sight of qualifications at interview
Knowledge			Application form Interview
Skills and experience	<ul style="list-style-type: none"> <li>● Excellent IT skills, including proficiency in all MS Office applications</li> <li>● 3 years' experience of child care related work</li> <li>● Excellent communication and interpersonal skills</li> </ul>		Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>● Conscientious and diligent, with excellent attention to detail.</li> <li>● Enthusiastic, diplomatic and calm under pressure</li> <li>● A proven track record of strong working relationships with students, colleagues and customers</li> <li>● A positive and proactive attitude to manage a high volume of work.</li> <li>● Flexible, with a can-do attitude</li> <li>● Someone who creates a positive and cooperative working environment</li> <li>● A commitment to Gordonstoun's unique educational ethos</li> <li>● A commitment to doing the best for students from</li> </ul>		Interview Task

	diverse cultural backgrounds		
Child protection	<ul style="list-style-type: none"> <li>● Suitable to work with children</li> <li>● A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children and young people</li> </ul>	References PVG check

**Equality Act 2010 - Occupational Requirements with regard to age:**

As our students are aged up to 18 years, the School has set an age requirement of 21 or over for all applicants for this post. Applying these requirements is a proportionate means of achieving a legitimate aim in line with the Equality Act 2010