



# GORDONSTOUN

Broader experiences, broader minds

## MATRON

**Reports to:** Housemaster or Housemistress

**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 HM (Housemaster or Housemistress) or the AHM (Assistant Housemaster or Housemistress) when the latter deputises for the HM and through them to the Assistant Head Boarding and eventually to the Deputy Head Pastoral.

Matrons are required to work a flexible, afternoons only, six day working week.

The post-holder will be full-time, "term time plus" Monday-Saturday, normally working between 1230hrs 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. Absence due to sickness or for any other reason must be reported to the Assistant Head Boarding, through the Pastoral Office, so that cover can be arranged.

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

### **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 HM or the AHM.
- 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 work afternoons and reports any problems to the HM. 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 HM before the end of the day.
- 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 HM of any concerns.

- In conjunction with the HM, 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 HM and other staff, to share the responsibility for the tidiness and appearance of the House.
- With the HM, 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 to 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 HM or AHM, to conduct an evacuation of the House according to all the required procedures.
- To report any concerns about Safety issues to the HM.
- 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 Housemaster/Housemistress on a timely basis.

## MATRON

### PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and Registration	Registered with SSSC or NMC or other professional body recognised by SSSC  Achieved SVQ 3 in Health and Social Care or equivalent or working towards qualification  Experience of working with children/ adolescents	Counselling qualification Nursing Qualification
Experience	3 years experience of child care related work IT skills	Previous boarding school experience Previous experience in a care environment
Special aptitudes/abilities	Good time management Ability to prioritise workload Able to work on own initiative Mature approach to confidentiality Excellent telephone manner Awareness of Health and Safety	
Disposition	Good communication skills Friendly, open manner, calmness	Confident
Physical requirements	Ability to move freely around campus Good health record	
Particular requirements of post	Car owner & driver	

An enhanced PVG will be taken up by the School.