



Job Description

Job Title:	Day Matron (Non-residential)
Department:	Pastoral
Responsible to:	HM Russell Dore
In liaison with:	Head Matron
Last Reviewed:	July 2021

Job Outline:

The main function of this role is to be an adult presence in the Russell Dore building and to be responsible for the safe-guarding, welfare and security of pupils in a home-from-home setting by assisting the HM and their team in the day-to-day running of the Lower School. The role requires a range of skills including but not limited to: teamwork, common sense, initiative, organisation, kindness, generosity, an understanding of and sympathy for the challenges of teenage life and above all excellent interpersonal skills. Additionally the day matron is expected to be able to communicate with parents and other staff as required, be a good listener, flexible in their outlook, reliable, warm and friendly, with sufficient sensitivity to show tact and diplomacy.

A sense of humour and an even temper are essential as is a degree of physical fitness, a good level of stamina and resilience. The job may include a range of tasks, not just those set out below. In addition, the matron informally monitors the cleaning of the building and refers any issues to the Head of the Domestic Team to ensure that the building cleanliness remains at a high standard, and liaises with the appropriate departments with regard to maintenance requirements.

The day matron will be expected to show great flexibility and the list of typical duties is meant to be illustrative rather than exhaustive.

As this is a developing role, the duties of House Matron may be adjusted over time, working in partnership with the Deputy Master, HM Russell Dore, Head Matron and school requirements.

Hours

The post of House Matron will involve working a certain number of hours, term time only (circa 33 weeks).

The job holder may be required to undertake additional hours to service a variety of school events in particular but not limited to Speech Day, Induction Day and Welcome Day. Other House events are optional, though the day matron is encouraged and welcome to attend.

Monday, Tuesday, Thursday 7.30am-2.30pm (30 mins unpaid for lunch) = **6.5 hours x 3 = 19.5**
Wednesday, Friday 7am-2.30pm (30 mins unpaid for lunch) = **7 hours x 2 = 14**

Total per week = 33.5 hours

Reporting Lines

Day to day line management would be by HM Russell Dore, with liaison with HP Highfield and Highfield Boarding Matron.

Main Duties (Training will be given).

Welfare, Health & Safety

- To take responsibility for the wellbeing of pupils at all times when on duty, including reporting of issues to House staff and recording on CPOMS.
- To provide a friendly, open environment for pupils to seek help.
- Being the HM's eyes and ears, looking out for any emerging concerns or difficult situations amongst the students.
- To support the HM in the day-to-day running of the House.
- To be the 'responsible adult' in house when on duty. If matrons leave the building then it should be clear how to contact them and they should be out for as little time as possible. They should remain on core site.
- To act as first aider in the event of a medical emergency.
- Liaise with the Health Centre with regards to ill pupils, HC appointments, self-administration, storage and dispensing of medicines. To be responsible with the HM for jointly maintaining accurate medical records of pupils, collection of prescriptions and attendance at medical appointments. To take joint responsibility for the acquisition, appropriate and secure storage, and the administering of prescription and non-prescription drugs to pupils (minimal for day pupils).
- Chaperoning pupils to hospital in emergency, in ambulance or in a taxi as required.
- To carry out monthly health and safety checks to ensure the building is in line with the schools health and safety policy.
- Frequently check in-house fire safety equipment and report any damage or defects to the fire safety officer.
- Respond appropriately to any fire alarm sounding, investigating the cause of the alarm and evacuating the building ensuring your own personal safety and that of the pupils and other staff within the house.

Administrative

- To assist as necessary with tracking down pupils. Access to SOCS and Registration system will be given.
- To assist the HM with routine administrative tasks as required.
- To liaise with parents/guardians/staff/medical staff in respect of the wellbeing of the pupils.
- To be available to the HM for updates/discussions/briefings on activities and events in the House and to attend Tutors' meetings as required.
- Signing bookroom and / uniform chits, keeping accurate records
- To assist with the organisation of lost property.
- Keep up to date records of daily fridge/freezer temperature sheets and weekly water flush records in line with the schools requirements.

Day-to-day

- Be dressed appropriate to the role – smart office dress (meeting parents is very likely daily) or school provided branded clothing.
- Be aware of the College uniform and be jointly responsible for the smart appearance of the pupils.
- Report any required maintenance works to the maintenance department using the collegiate system.
- Assist in getting the pupils out of the house to chapel, lessons, lunch etc.
- Assist in taking pupils to/organizing transport for medical, dental, visa and bank appointments.
- Supervise in house cleaning staff ensuring that they maintain high standards in their areas.
- Doing any reasonable shopping that is needed for the house i.e. food, household goods etc. This should be done inside working hours in agreement with HM so that someone is on duty and would be claimable in terms of cost and fuel.
- Contribute/attend house meetings and registration as required.
- Be willing during a time when other staff are in the house, to replenish stocks of snacks and goodies etc as required by the HM. Details of whom to contact if a member of staff is not present should be clearly publicised for pupils. All Matrons should have business use on their car insurance as they are not covered by the school. Proof will be required.
- Monitor Kitchen cleanliness and dishwasher use
- To monitor, in conjunction with the HM Russell Dore and the tutor team, the toilet areas for boys and girls.
- To ensure that all safety precautions are taken to ensure your personal safety and the safety of others.
- To report to the HM Russell Dore, Domestic Manager or his Assistant, as appropriate, any items requiring repair.

General Duties:

- To maintain a code of confidentiality commensurate with the role.
- To remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility.
- To undertake duties in line with established Haileybury practices and protocols.
- To ensure that all work is supported with an appropriate paper trail i.e. supported by a filing system that contains clear and accurate working papers.
- To make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc;
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the College's staff.
- To keep the Pastoral management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.

- At all times to carry out duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Head Matron. You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work.
- To undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords.
- To undertake your responsibilities to promote the safety and wellbeing of children and young people;
- Such other duties as required to ensure the smooth running of the school, including assisting other members of the Pastoral team as and when required.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the College, the job holder will be required to undertake any duties (operational or administrative), as required by the HM, Deputy Master or the Bursar, which falls within their capabilities and which are in accordance with the usual practice of an independent boarding school. The job description may be amended to meet the needs of the College.

Appraisal

The day matron would participate in a yearly appraisal run by the HM and reviewed by the Head of Boarding.

Professional development

This is encouraged to a maximum of 1 or 2 Courses/events per year, and subject to sufficient CPD budget.

Courses available through BSA

- Annual Conference for Nurses and Matrons – July each year
- What every matron should know – Jan and March each year
- Essentials for new school matrons – Oct each year

Topics for further training could include:

- Mental health first aid training
- Eating disorders
- Self-harming
- Growth and development of children and young people
- Understanding adolescence
- How to promote wellbeing
- Identifying children at risk
- Bereavement/loss or divorce. (Arguments at home)
- Bullying
- Prevent and all relevant areas of KCSIE
- Dealing with exam stress
- Supporting overseas students
- Drugs, what are the signs to look out for
- Online protection

- Sex and relationships
- Communication with teenagers

Child Protection at Haileybury

Though the above role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury. The child protection guidance for all non-teaching staff at Haileybury is as follows.

The College values the excellent relationships between pupils and members of staff. One of the benefits of these open and friendly relationships is that there are a large number of adults available for pupils to discuss their worries or concerns with.

There may be times when you become concerned about a pupil who might, for any reason, be unhappy or frightened. If you have such concerns, or if a pupil or another adult approaches you with such worries, it is important that you follow the procedure below.

- (1) If a pupil or another adult comes to you with an allegation or suspicion of abuse or bullying, you should react sympathetically. Listen to their concerns but avoid asking questions.
- (2) As soon as possible after the conversation contact either the Head of Lower School (Dr Laura Pugsley) who acts as the DSL for child protection for the College or Mr Simon Heard or Dr Lucy Johnson, who act as Deputy DSL's for child protection.
- (3) Never give an unconditional promise of confidentiality. Make it clear that the information will be shared with the persons responsible for child welfare.

The Head of Lower School is always available for help and guidance on issues concerning pupil welfare. She can be contacted on:

- 01992 706284 (Office)
- 07384 254505 (For Serious Cases)

As part of your induction, the Human Resources Department will issue you with a small card which provides the above guidance. Please ensure that you keep this card with you at all times when on the Haileybury site.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Effective organisations are those where staff work cooperatively together within a positive ethos and culture. Staff at Haileybury are expected to work together showing respect, courtesy and helpfulness, whatever the staff member's position in the College. Colleagues should try to see and appreciate what others are doing and appreciate that the provision that we offer our pupils can flourish only with the active assistance of all concerned.

Required Skills

Essential

Personal Qualities:

- Reliable
- Punctual
- Smart appearance
- Polite
- Confident
- Well organised
- Team player
- Able to work on own initiative
- Ability to learn
- Good communication skills at all levels
- Good listening skills
- Honest
- Resourceful
- Flexible
- Self motivated
- Literate
- The ability to work in a way that promotes the safety and wellbeing of children and young people.

Experience:

- Working within a school or with children
- Basic IT skills
- Basic administration skills

Desirable

Experience:

- Experience in working in a school or other educational establishment
- Supervisory Skills
- First Aid
- Applying health and safety at work.

Skills:

- Holds a current driving license.