



Felsted

FELSTED SCHOOL JOB DESCRIPTION **Matron of Stocks's House**

The Role

Accountable to: Housemistress and Head of Operational Services

Accountable for: Domestic Assistants on a day to day basis during term time. Ultimate line management of the Domestic Assistants is via the Domestic Services Manager and the Head of Operational Services

To become an integral member of the House team in supporting the Housemistress (HM) in the pastoral, welfare and safeguarding of pupils, in order to provide a stable, non-judgmental environment for students to encourage a feeling of trust. Child Protection issues are of paramount importance, as is confidentiality. Understanding when information needs to be passed on, and also when a pupil needs more specialist support around sensitive issues need to be clearly understood. A Matron's role is not a disciplinary one and is expected to be a visible presence, whether helping to run the House or by being available if pupils need someone to talk to.

In addition to pastoral care, the Matron is responsible for day to day liaison with the Domestic Assistants during term time. The Domestic Team is ultimately responsible to the Domestic Services Manager and the Head of Operational Services. The Matron is required when needed to support the domestic staff in the daily cleaning schedules.

To carry out any tasks within the job holder's skill and ability.

Role Responsibilities (illustrative, not exhaustive, list)

Duties Reporting to the Housemistress (HM)

- To be responsible to the HM in attending to the welfare and domestic interests of the pupils in the House. Encourage and help the pupils to fit into School and House life and be available to help and advice on any personal problems
- Order issues from the Catering Department so that there are always adequate supplies for the pupils within a controlled budget
- To liaise with the Medical Centre staff when necessary
- Ensure that clearance procedures are adhered to by pupils and staff
- To work with the HM to ensure that domestic staff have a good working knowledge of Child Protection issues
- To work with the HM to ensure that the House meets the minimum requirements of the National Boarding standards
- Any other reasonable ad-hoc duties as requested

Duties reporting to the Head of Operational Services

- To ensure the domestic staff in the House are well trained in the correct procedures for the use of materials, COSHH and in cleaning methods, thereby achieving a good level of efficiency, cleanliness and meeting the requirements of the School's Health and Safety Policy at all times

- To produce accurate weekly time sheets for the payment of House domestic staff. All weekly time sheets to be sent to payroll for processing. Copy to be sent to the domestic services department
- Arrange the laundering of the House pupils' personal laundry in order that they always have an adequate supply of uniform and clothing
- Order cleaning materials from School stock so that there are always adequate supplies for use by the domestic staff within a controlled budget
- Contact the Works Department and/or House Maintenance Person when urgent or minor repairs are needed in the House
- Support Domestic Staff regarding basic matters e.g. absence, leave requests, learning and development, performance appraisals. Support with this is available via the Domestic Services department as required.
- Support the domestic staff in the daily cleaning schedules when needed (e.g. covering absence/holiday etc).
- Any other reasonable ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

1. Have a warm and personable personality together with a cheerful predisposition
2. Be discreet and adhere to confidentiality and Safeguarding rules and procedures
3. Good level of education (GCSE Maths and English)
4. The ability to remain calm under pressure
5. Previous experience within a pastoral capacity
6. Previous experience in managing and supervising a team
7. Computer literate (Microsoft Office Suite and Google Suite)
8. Positive 'can-do' attitude towards customer service and working with young people
9. Well organised and able to delegate
10. Enthusiastic, sense of vocation and authoritative
11. Ability to build effective and appropriate relationships with pupils, parents and staff
12. Full UK driving licence
13. Excellent interpersonal and communication skills
14. Willingness to attend meetings and necessary training (i.e. First Aid, Fire Marshall etc)
15. Smartly presented and able to work as a team player.

Desirable:

16. Hold a relevant qualification
17. Previous experience managing people
18. Previous experience of working in an Educational environment
19. Previous similar experience within a Matron role, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.

Reward and Recognition

- Employer and employee contributory Pension scheme (matched contribution at 4%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent
- Working 34 hours per week:

Mondays, Wednesdays and Fridays: 8am - 2pm

Tuesdays and Thursdays: 8am - 5pm (inclusive of a 60 minute unpaid break)

- Working term-time, plus 6 core days (see 'Core Days' below) and 14.5 activity days (see 'Activity Days' below), totalling (38.1 weeks per year)
- Starting salary of £20,622.99 per annum, £18,446.50 Salary plus £2,226.49 holiday pay.
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

Core Days

- Start of Autumn Term: two days
- Easter Break: two days
- End of Summer Term: two days

Activity Days

- Open Mornings x 3
- House Feast x 1
- Speech Day x 1
- Night before Speech Day x 1
- House Outing x 1
- Yr9 Consultative Dinner x 1
- Pupil Induction Events x 1
- Plus other ad-hoc occasions in line with HM and SLT requests

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.