



Felsted

FELSTED SCHOOL JOB DESCRIPTION

Resident Matron

The Role

As Resident Matron, you are primarily responsible to the Housemistress/master (HM) who manages the team. Working closely with the HM, AHM, Day Matron and our Graduate Assistants as part of a cohesive team with the aim of promoting the wellbeing of the pupils in your collective care.

The boarding house is a pupil's home away from home, so your aim is to help to maintain an atmosphere in which the pupils lead purposeful, busy lives yet find time to relax and enjoy one another's company within a happy, enriching, inclusive and caring environment.

Safeguarding

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact. The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of the children in the School, the post-holder must report any concerns immediately to the School's Designated Safeguarding Lead (DSL) or to the Head.

Although the Matrons have fixed duty times, there is an understanding that flexibility is required. There may be occasions when team members are required to help, and this will be compensated with time off on another occasion. However, all such arrangements—if they involve a significant number of hours—must be agreed with the HM and Head of Boarding.

Matrons are encouraged to join and invest in the life of the School and are welcome to accompany trips out, both on an individual House basis and as part of the Weekend Programme, by arrangement with the HM. However, their first priority must be the House and their work in it.

Role Responsibilities (illustrative, not exhaustive, list)

Working in the House

- Sharing with the HM the responsibility for the wellbeing of the pupils, communicating regularly with them as necessary about items of interest concerning boarders in the House (such as: illnesses, bereavements, major worries, particular achievements, relevant family matters etc)
- Provide administrative support to the Houseparent to assist in the running of the House, ensure compliance and maximise operational efficiencies.

- Liaising effectively with the medical centre, wellbeing team and pastoral leaders to ensure that boarder's needs are properly catered for
- Being present in the House during duty hours, taking responsibility for boarders and ensuring that the House routine is followed each day. This will include: waking boarders up, room checks, House duties (including Dining Room duties, Missing Pupils and Night duties), and House meetings and putting boarders to bed.
- Working closely with the Day Matron and team to ensure that:
 - Bedrooms are kept clean and tidy and that these are checked daily.
 - Ensuring communal areas (kitchen, House study etc) are kept clean and tidy.
 - Seeing pupils off for early departures and seeing them back into House for late returns.
 - Responsibility - on rotation - for covering for late leavers and early returnees during Half Terms.
 - Carrying out the daily and weekly checks log and ensuring these are completed appropriately.
- Working with the HM to ensure that the House meets the minimum requirements of the National Boarding standards.
- Assist with the preparation of the school for holiday activities and lettings at the end of terms (including ensuring dormitories, kitchens and house rooms are clean and tidy).
- Help prepare the house so that it is ready for the beginning of term. This involves returning to school at least one day before the start of term and staying for a day at the end of term.
- Any other reasonable ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Have a warm and personable personality together with a cheerful predisposition
- Be discreet and adhere to confidentiality and Safeguarding rules and procedures
- Good level of education (GCSE Maths and English)
- The ability to remain calm under pressure
- Previous experience within a pastoral capacity
- Computer literate (Microsoft Office Suite and Google Suite)
- Positive 'can-do' attitude towards customer service and working with young people
- Well organised and able to delegate
- Ability to build effective and appropriate relationships with pupils, parents and staff
- Full and clean UK driving licence
- Excellent interpersonal and communication skills
- Willingness to attend meetings and necessary training (i.e. Boarding Awards, First Aid, Fire Marshall etc)

Desirable:

- Hold a relevant qualification
- Full and clean UK driving licence with D1 entitlement
- Previous experience of working in an Educational environment
- 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 meals on full days/evenings 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)

Terms of Employment

- Permanent
- Working 34 hours per week, Term time only
- This would include weekends (on a rotational basis, taking the lead on two evenings per week)

Hours of Work To be discussed at the interview. The Resident Matron will be off duty for at least 24 hours each week and weekend duties will be on a rotational basis.

Additional Core Days:

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

Activity Days

- Open Mornings
- House Celebration Events
- Speech Day
- House Outings (on rotation)
- Pupil Induction Events
- Plus other reasonable ad-hoc occasions in line with HM and PLT (Prep Leadership Team) 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.