



MATRON'S JOB DESCRIPTION

Responsible to: Deputy Head (Pastoral) (Line Manager)

Aim of post: Firstly, to assist with and contribute to the supervision and care of the boarders, with particular responsibility for their health, safety and general well being and secondly, to support the other staff who work in the boarding houses so they can carry out their duties effectively and efficiently.

Boarding houses: The School operates 2 boarding houses in Westnedge (including Cleveland) and the Abbey. Matrons will work in either boarding house on an 'as required' basis.

Areas of responsibility:

Health, safety and medical

- To be familiar with the School's policies on Health and Safety, Safeguarding & Child Protection, Anti-bullying, First Aid, Behaviour, Discipline, Trips and ICT.
- To undergo First Aid, Child Protection and Fire Training in accordance with the School's policy.
- To be responsible for the general health and well-being of boarders and in the case of any doubt or concern, to refer medical matters to the nurse, doctor's surgery or hospital.
- To respond to medical emergencies as well as routine appointments, escorting boarders as necessary to the doctor's surgery or hospital.
- To care for any sick boarders in the boarding houses.
- To maintain boarders' personal medical records and ensure they are stored securely as directed by the School Nurse.
- To administer any non-prescribed medication in accordance with the School's policy.
- To promote healthy eating and regular exercise amongst the boarders.
- To notify the boarding staff of any medical concerns that arise during the duty shift.

Boarders and their parents or guardians

- To be responsible for the care, supervision, cleanliness and presentation of boarders.
- To ensure boarders have the appropriate uniform and clothing requirements and that all items are clearly labelled with the boarder's name.
- To ensure boarders' clothing is laundered and repaired as necessary (matrons are expected to undertake simple clothing repairs such as sewing on buttons).
- To liaise with boarders' parents or guardians concerning domestic, personal, welfare and medical matters in consultation with the Head of Boarding.
- To be present and contribute as required to the induction arrangements for new boarders and ensure any 'settling in' problems are resolved.
- To provide a sympathetic presence in the boarding houses, and to be sensitive to those who are having difficulties coping with school life; liaising as necessary with other relevant staff concerning the boarders' progress.
- To always be supportive of the aims of Battle Abbey School when dealing with parents, guardians or boarders.

- To undertake activities with boarders as agreed in the programme set out by the Head of Boarding.
- To carry out the necessary checks on arrangements when boarders are due to be absent from the boarding houses for whatever reason.

Domestic

- On a daily basis to ensure that dormitories are left tidy and aired each morning, beds are made and boarders' personal effects are adequately secured.
- On a daily basis to ensure that crockery and cutlery are returned to the pantry.
- To ensure that all boarders' electrical equipment is PAT tested by the Maintenance Team prior to being used in the boarding houses.
- To ensure that trailing sockets are not used in the boarding houses without the Estate Manager's permission.
- To ensure that boarders' passports and other valuables are adequately secured in the Surgery.
- To ensure the boarders' laundry facilities in the boarding houses are properly used and that clothing is not left to dry in inappropriate areas such as the ablution facilities.
- To ensure that any requests for repairs to fixtures and fittings are submitted to the Estates Manager as soon as they are detected.
- At the end of each half term, to supervise the clearing of the boarding houses and carry out a check of all bedding, furniture, fixtures and fittings with the Head of Boarding.
- At the beginning of each half term, to ensure that the boarding houses are properly equipped for the boarders' return to school and that all furniture, fixtures and fittings (including noticeboards) are clean and ready for use.

General

- To attend boarding staff meetings as required by Head of Boarding or Deputy Head.
- To be competent in using the school's iSAMS system.
- To be competent in using 'word' and 'excel' to produce documents and spreadsheets when needed and to attend training if necessary.
- To be prepared to either take on the responsibility of managing one or more of the following areas: linen; laundry; clubs and activities for boarders; travel arrangements; boarders' council; the boarding shop.
- To support the boarding mentoring scheme.
- To check boarders' prep diaries and sign them when needed.
- To assist boarders with personal organisation.
- To provide support for bedtime reading books for younger boarders as appropriate.
- Have a clear understanding of the National Minimum Boarding Standards.
- To carry out such other related duties as may be reasonably required from time to time by the Head or Head of Boarding, subject only to the provision that such duties shall fall within the general aim of the post.