



1. **Job Title:** Resident House Matron
2. **Responsible to:** Housemaster/Housemistress (hsm)
3. **Job Summary:** The health and well-being of pupils under charge as part of the pastoral team; organisation and supervision of domestic staff and liaison with all College staff, pupils, parents and guardians.
4. **Duties and Responsibilities:**
 - (A) **Medical:**
 - (1) Efficient operation of the house surgery
 - (2) Referrals of pupils to the College Doctor or other medical specialists
 - (3) Writing 'off games' leaves of absence
 - (4) Organisation, filing and retrieval of medical records
 - (5) Ordering, proper dispensing and recording of medicines and drugs
 - (6) Arrange appointments (dentist, optician etc) as required
 - (7) Accompany pupils to/from hospital/appointments when required
 - (8) Monitoring dietary problems and other health issues
 - (9) Caring for sick pupils in house
 - (10) Liaising with hsm, senior sister, nursing team and parents on medical matters
 - (11) Submit records of accidents/incidents to the Facilities Bursar on a regular basis
 - (12) To work six days per week providing 24-hour emergency cover.
 - (B) **Emotional Well-Being of Pupils:**
 - (1) Contributing to an atmosphere of warmth and openness in the house
 - (2) Being available for 'tea and sympathy' at key times
 - (3) Maintaining a library of information on health and emotional issues. Promote healthy living and raising the understanding of health initiatives and awareness days eg mental health week, five a day
 - (4) Taking an interest in the pupils' lives and extra curricular activities
 - (5) Encourage good manners, politeness and respect amongst the pupils and ensure they take a pride in their appearance.
 - (C) **Laundry, Dry Cleaning and Mending:**
 - (1) Supervising and assisting the laundry assistant
 - (2) Organising dry cleaning and weekly changes of sheets
 - (3) Liaising with external laundry services
 - (4) Mending of pupils' clothes as necessary.
 - (D) **Cleaning, Hygiene, Maintenance and Safety:**
 - (1) Checking pupils' rooms for tidiness and breaches of discipline
 - (2) Checking pupils' rooms for illegal equipment and possessions, if and when directed by the hsm
 - (3) Instilling high standards of pupil health and hygiene and social behaviour

- (4) Supporting the College Health & Safety Policy and be conversant with First Aid procedures
- (5) Be conversant with fire prevention, detection and evacuation measures
- (6) Maintaining a house Maintenance Register, and reporting of maintenance matters
- (7) Ensuring a high standard of cleanliness and hygiene in the house
- (8) Ensuring that immediate outside areas of the house are kept litter free
- (9) Supervision of, and liaison with, domestic staff
- (10) Ensuring that cleaning materials are ordered, controlled and correctly stored or issued as necessary
- (11) Maintaining attendance and overtime records for domestic staff
- (12) Monthly submission of attendance/overtime records
- (13) Ensuring house is ready for tours and open days, and being available to speak with prospective parents on these occasions.

(E) Start and End of Term:

- (1) Ensure house is in order for pupils' termly arrival
- (2) Reside in house at the end of each term to oversee the close down process and for the Summer Term to oversee preparation of the house for the College commercial letting programme
- (3) Prepare end of term accounts and pupil dockets for incidentals
- (4) Supervise where necessary the packing/unpacking and checking of pupils' clothes
- (5) Organise arrangements for those pupils who live overseas.

(F) Supporting the Housemaster/Housemistress:

- (1) Attending tutors' meetings as required
- (2) Assisting at house functions
- (3) Being available at the start of term to meet pupils and parents
- (4) Covering for hsm and Tutor when they are away including attending roll calls and cover when hsm/tutor are not available
- (5) National Minimum Standards (NMS) checked and followed.

(G) Administrative Duties:

- (1) Submit information regarding attendance registers, weekend leave and absence logs on the appropriate system
- (2) Be responsible for control of petty cash issued as and when necessary
- (3) Assist hsm/tutor with issue and control of house bank monies
- (4) Issue Town Leave in accordance with House rules
- (5) Carry out Domestic Staff appraisals in liaison with the Soft Services Manager.

Other Duties:

- (1) Perform other such duties within the scope of this position, as may be determined by the hsm from time to time.

Terms and Conditions:

- a. **Salary:** 24,716 per annum
- b. **Utility Benefits:** Single person's Council tax and all utilities are paid for by the College (except private telephone calls and personal contents insurance).
- c. **Hours of Work:** 6 days per week (day off being on a weekday). The hours will be as necessary to fulfill the requirements of the job but unlikely to be less than 40 hours a week.
- d. **Working Week:** Term time plus one week after the end of term and one week before term starts (ie a total of 39 working weeks per annum).
- e. **Accommodation:** One-bedroom flat, lounge, kitchen and bathroom. Available all year round.
- f. **Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you can choose whether to contribute also. You may choose to opt out of the pension scheme.
- g. **Holiday:** You shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the College holidays. In addition, you will not normally be required to work during normal College holidays except for one week after the end of term and one week before term starts.
- h. **Other Benefits:**
 - Free meals during working hours when Dining Hall open
 - Free use of College facilities
 - Life Assurance after two years' continuous service
 - Long service award
 - Annual pay review

Safeguarding Statement:

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Application Process:

Candidates should complete all sections of the application form and return it along with a brief covering letter, and a CV, to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to hr@eastbourne-college.co.uk

Closing date: **9 November 2018**

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family

member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452239.

Reviewed: September 2018