



1. **Job Title:** Matron (Residential)
2. **Responsible to:** Deputy Head (Pastoral)  
Housemaster/Housemistress (hsm) on daily matters
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 Charity staff, pupils, parents and guardians.

4. **Duties and Responsibilities:**

(A) **Medical:**

- (1) Efficient operation of the house surgery
- (2) Referrals of pupils to the Charity 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
- (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 Charity 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 Easter and Summer Terms to oversee preparation of the house for the Charity commercial letting program
- (3) Prepare end of term accounts and pupil docketts 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.
- (2) Attend half-termly matrons' meeting.
- (3) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.
- (4) 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 children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

## Key skills and qualities:

- Caring manner with very good communication skills
- Genuine wish to look after pupils and assist in the domestic running of a boarding house
- Supportive and kind, but able to be assertive with pupils if a situation demanded
- Reasonable IT skills
- Able to work as a member of a close knit house team managed by a hsm
- Quick to pick up domestic systems and routines
- Taking pupils to hospital appointments

## Terms and Conditions:

- Salary:** £25,087 per annum
- 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.
- Working Week:** Term time plus one week after the end of term and one week before term starts.
- Accommodation:** One-bedroom flat, lounge, kitchen and bathroom.
- Utility Benefits:** Single person's Council tax and all utilities are paid for by the Charity (except private telephone calls and personal contents insurance).
- 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 Charity will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.
- 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.
- Other benefits include:**
  - Life Assurance
  - Meals during normal working hours
  - Annual pay review
  - Use of Charity facilities
  - Free tickets to Charity productions

## 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.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

**Application process:**

To apply, please follow the link below to complete the mandatory application form:

[www.cognitofrms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm](http://www.cognitofrms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm)

Alternatively, visit [www.eastbourne-college.co.uk/contact/employment-opportunities/](http://www.eastbourne-college.co.uk/contact/employment-opportunities/) and click the 'Apply Now' button.

An up-to-date CV and covering letter evidencing your suitability for the post against the job description and person specification described above may be uploaded with this online application form.

For further information, please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452239.

The closing date for applications is noon on Friday 25 June 2021. Early applications are encouraged.

June 2021