



Job Description

- Job Title:** Relief Matron (Day time) – Non-Residential
- Responsible to:** Deputy Head (Pastoral), on day to day matters responsible to the housemaster/housemistress of the house covering and senior sister for all medical needs
- Job Summary** To cover for the boarding house Matrons on their day off and to support the health and well-being of pupils as part of the pastoral team and liaison with all College staff, pupils, parents and guardians.

Duties and Responsibilities:

Medical

- Efficient operation of the house surgery
- Referrals of pupils to the College Doctor or other medical specialists
- Organisation, filing and retrieval of medical records
- Ordering, proper dispensing and recording of medicines and drugs including controlled medications
- Arrange appointments (dentist, optician etc) as required
- Accompany pupils to / from hospital / appointments when required
- Monitoring dietary problems and other health issues
- Caring for sick pupils in house
- Liaising with hsm, senior sister, nursing team and parents on medical matters
- Submit records of accidents / incidents to the Facilities Bursar on a regular basis
- Good working relationship with the medical centre, communicating with staff, following medical processes and expectations.

Emotional Well-Being of Pupils

- Contributing to an atmosphere of warmth and openness in the house
- Being available for 'tea and sympathy' at key times
- 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
- Taking an interest in the pupils' lives and extra curricular activities
- Encourage good manners, politeness and respect amongst the pupils and ensure they take a pride in their appearance.

Cleaning, Laundry, Hygiene, Maintenance and Safety

- Ensuring all house and pupil needs are met, liaising with any external services
- Checking pupils' rooms for tidiness and breaches of discipline
- Checking pupils' rooms, if and when directed by the Hsm
- Instilling high standards of pupil health and hygiene and social behaviour
- Supporting the College Health & Safety Policy and be conversant with First Aid procedures
- Be conversant with fire prevention, detection and evacuation measures
- Maintaining a house Maintenance Register, and reporting of maintenance matters

- Ensuring a high standard of cleanliness and hygiene in the house
- Ensuring that immediate outside areas of the house are kept litter free
- Supervision of, and liaison with, domestic staff
- Ensuring that cleaning materials are ordered, controlled and correctly stored or issued as necessary
- Monthly submission of attendance / overtime records
- Ensuring house is ready for tours and open days, and being available to speak with prospective parents on these occasions.

Start and End of Term and Weekends

- Ensure house is in order for pupils' timely arrival
- Supervise where necessary the packing / unpacking and checking of pupils' clothes
- Organise arrangements for those pupils who live overseas
- Check all details are known and recorded for any time away ie paperwork, taxi details, passports, flight details, emergency contact details.

Supporting the Housemaster / Housemistress

- Attending house meetings as required
- Assisting at house functions
- Being available at the start or end of term to meet pupils and parents as required
- Covering for hsm and Tutor when they are away including attending roll calls and cover when hsm / tutor are not available
- National Minimum Standards (NMS) checked and followed
- To be contactable at all times during working hours by staff and pupils
- To ensure morning routines followed by all ie awake, showered, bed made, breakfast attended, morning registration completed and off to lessons on time
- Ensure a detailed and smooth handover with matron.

Administrative Duties

- Submit information regarding attendance registers, weekend leave and absence logs on the appropriate system
- Be responsible for control of petty cash issued as and when necessary
- Assist hsm / tutor with any house bank money, town leave requests, adhering to house rules, checking signing in/out procedures and any other house admin needs.

Other Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- One-to-one settings require extra vigilance for staff to protect their own reputation through strict adherence to the staff code of conduct and common sense precautions to ensure the child is and feels safe. The individual working relationship can create a setting where pupils make disclosures and staff have a responsibility to be very familiar with the procedure of passing on concerns to the DSL
- 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 they must report any concerns to the school's Designated Safeguarding Lead or, if they are 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 housemaster/housemistress
- Quick to pick up domestic systems and routines
- Taking pupils to hospital appointments

Terms and conditions:

Salary: £16,864 per annum

Hours of Work: 8.00am to 2.00pm, Monday to Friday (30 hours per week), term time only.

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. Pay for this is included in your salary.

Other benefits include:

- Life Assurance
- Employee Assistance Program
- Lunch during normal working hours plus tea, coffee, fruit and biscuits
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking.

Safeguarding and Equal Opportunity Statements

Eastbourne College (Incorporated) 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 an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

Application process:

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

www.cognitoforms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the '**Apply Now**' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01323 452239.

The closing date for applications is noon on **31 March 2022**

We reserve the right to withdraw this vacancy if we are successful in finding an appointment.

March 2022