

# APPLICATION PACK

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Role

Residential Matron

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September 2022

# INTRODUCTION

Eastbourne College is a co-educational HMC independent school of some 640 pupils of whom half are full-time boarders. It is a strong community with excellent links to local schools and Eastbourne.

Academic standards are very high with an average of almost 80 per cent of A-level grades at A\*, A or B in recent years. The College recruits from a wide-ability range, and value-added outcomes are exemplary. The majority of College leavers enter higher education at leading universities at home or abroad.

The College operates as a full boarding school, with day pupils and boarders sharing the same wide curriculum. Day pupils can complete prep in houses; buses run at 6.00pm and 8.00pm on weekdays.

c. 640  
pupils

5  
Day Houses

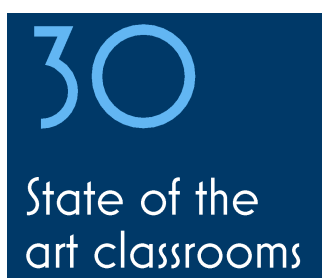
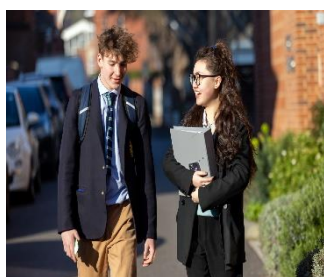
5  
Boarding  
Houses

We are proud of our rich, cultural and sporting traditions. The Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film, TV and the Edinburgh Fringe; the Design and Technology Department wins an extraordinary number of Arkwright scholarships. We have an enviable sports reputation, with Eastbournians competing at county level in cricket, hockey, rugby, netball and tennis; several have gone on to achieve international honours. There are also thriving service programmes, including CCF and Duke of Edinburgh.

As we celebrated our 150th year, the College completed the most ambitious development project in its history with Project 150 delivering over 30 state-of-the-art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe we have some of the best facilities of any school in the UK. For further information about Project 150 please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

We place great emphasis on a school in which education is built on core values and positive, supportive relationships. These central qualities endure long after a pupil moves on, with the five key values of participation, the pursuit of excellence, integrity, courtesy and kindness being the bedrock upon which their education stands, providing the wherewithal to flourish both at school and beyond.



# JOB DESCRIPTION

**Job Title:** Matron (Residential)

**Responsible to:** Deputy Head (Pastoral)  
Housemaster/Housemistress (hsm) on daily matters

**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.

## **Duties and Responsibilities:**

### **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.

### **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

# JOB DESCRIPTION

- 5) Encourage good manners, politeness and respect amongst the pupils and ensure they take a pride in their appearance.

## **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.

## **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.

## **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 docket for incidentals
- 4) Supervise where necessary the packing/unpacking and checking of pupils' clothes
- 5) Organise arrangements for those pupils who live overseas.

# JOB DESCRIPTION

## **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.

## **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.

## **Safeguarding Duties:**

- 1) 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
- 2) The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- 3) Being resident among pupils, extra care must be taken to respect pupil privacy in a homely environment and protect their own reputations. Key sections of the code of conduct relating to pastoral care in houses should be adhered to at all times. The post holder is likely to have more visibility of potential child protection issues and are more likely to need to exercise their responsibility to prevent harm, ensure the safety and good order of the house, and to report any concerns to the DSL.
- 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 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.

## **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.

# PERSON SPECIFICATION

## 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



## SALARY AND CONDITIONS

**Salary:** £25,714 per annum

**Hours of Work:** 6 days per week (day off being on a weekday). The hours will be as necessary to fulfil 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. 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 (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.



## EQUALITY STATEMENT

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 well-being and education of the pupils.



## HOW TO APPLY

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

[www.cognitoforms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm](http://www.cognitoforms.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 Marian Piper, Recruitment & HR Projects Manager, 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 20 May 2022**.



## POSTSCRIPT

There are many attractions to working at Eastbourne College, not least its location on the south coast in on the sunniest parts of the country.

The College is situated in superb coastal location with easy access to shops, transport and local amenities. The beach is a five-minute walk away and the South Downs are on our doorstep.

The College is a strikingly happy, cohesive and coherent community.

We look forward to meeting you.