



1. **Job Title:** Matron (Residential)
2. **Responsible to:** Deputy Head (Pastoral)
Housemaster/Housemistress (hsm) on daily matters
3. **Job Summary:** The health and wellbeing of pupils under charge as part of the pastoral team; organisation and supervision of day to day living and liaison with all Charity staff, pupils, parents and guardians.

4. **Duties and Responsibilities:**

(A) Medical:

- Efficient and consistent operation of the house surgery
- Referrals of pupils to the medical centre for nursing or doctor appointments
- Assessing and referring to medical centre for 'off games' leaves of absence
- Organisation, filing and secure storing of medical records.
- Ordering, dispensing, and recording of medicines and drugs.
- Arrange appointments (dentist, optician etc) as required.
- Accompany pupils to/from appointments when required, including hospital admissions or Emergency Department visits.
- Monitoring dietary problems and other health issues in a sensitive and consistent manner
- Caring for sick pupils in house, liaising with parents and medical center as required
- Liaising with hsm, Lead Nurse, nursing team and parents on medical matters
- Submit records of accidents/incidents to the Facilities Bursar on a regular basis
- To work six days per week providing 24-hour emergency cover.
- There is a requirement for basic paediatric first aid training in order to use best endeavours to secure the welfare of pupils in the event of an emergency. Training will be provided.
- To complete any required training to safely fulfil medical role within house (First Aid, Medications Administration etc.)
- To participate in group teaching/meetings/support sessions as offered and requested by Lead Nurse or Line Manager.

(B) Emotional wellbeing of Pupils:

- Contributing to an atmosphere of warmth and openness in the house
- Being available for 'tea and sympathy' and general chats
- Maintaining a library and display around the House of information on health and emotional issues. Promote healthy living and raising the understanding of health initiatives and awareness days e.g. mental health week, anti-bullying
- Taking an interest in the pupils' lives and extra-curricular activities, supporting whenever possible
- Encourage good manners, politeness and respect amongst the pupils and ensure they take a pride in their appearance.

(C) Laundry, Dry Cleaning and Mending:

- Organising dry cleaning and weekly changes of sheets
- Liaising with external laundry services through the Cleaning Supervisor Houses
- Mending of pupils' clothes as necessary.

(D) Cleaning, Hygiene, Maintenance and Safety:

- Checking pupils' rooms for tidiness and breaches of discipline
- Checking pupils are up at the start of each morning ready for breakfast, roll call and rooms are tidied.
- Instilling high standards of pupil health and hygiene and social behaviour
- Supporting the Charity Health & Safety Policy and be conversant with First Aid procedures
- Be conversant with fire prevention, detection and evacuation measures
- Reporting of maintenance matters using their helpdesk email
- Ensuring a high standard of cleanliness and hygiene in the house
- Liaison with the Cleaning Supervisor and domestic team
- 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:

- Ensure the House is in order for pupils' termly arrival
- Reside in house at the end of each term to oversee the close down process and for the holiday lets, usually Easter and Summer Terms to oversee preparation of the house for the Charity commercial letting program
- Prepare end of term accounts or pupil dockets as required
- Supervise where necessary the packing/unpacking and checking of pupils' clothes and belongings.
- Organise arrangements for those pupils who live overseas.
- Be available to pupils and their parents at the drop off and pick up times at weekends.

(F) Supporting the Housemaster/Housemistress:

- Attending house meetings as required
- Assisting at house functions and events
- Being available at the start of term to meet pupils and parents and the end of term to check departures.
- Covering for hsm and tutor when they are away including attending roll calls and cover when hsm/tutor may not available

(G) Administrative Duties:

- Be confident logging and checking all systems for attendance, weekend leave and absence.
- Be responsible for control of petty cash issued as and when necessary
- Assist hsm/tutor with issue and control of house finances
- Issue Town Leave in accordance with House rules
- Work with the hsm to ensure National Minimum Standards (NMS) is checked and followed and recorded

(H) Safeguarding 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
- 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.

- 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

(l) **Other Duties:**

- Perform other such duties within the scope of this position, as may be determined by the hsm from time to time.
- Attend matrons' meetings, INSET and any necessary training

5. **Key skills and qualities:**

- Caring manner with all pupils
- Very good communication skills
- Patience and a good listening ear
- 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 routines
- Self-starter
- Taking pupils to medical appointments and emergency visits to A&E supporting and liaising with parents and the Lead Nurse.

6. **Terms and Conditions:**

- a) **Salary:** circa £29,000 per annum
- b) **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. Term time plus one week after the end of term and one week before term starts.
- c) **Accommodation:** One-bedroom flat, lounge, kitchen and bathroom.
- d) **Utility Benefits:** Single person's Council tax and all utilities are paid for by the Charity (except private telephone calls and personal contents insurance).
- e) **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.
- f) **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.
- g) **Other benefits include:**
 - Life Assurance
 - Employee Assistance Program
 - Meals during normal working hours
 - Annual pay review
 - Free use of Charity facilities including pool and gym
 - Free tickets to Charity productions

7. Application process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information please contact Human Resources Department on hr@eastbourne-college.co.uk or phone 01323 452288.

Closing date for applications is **Friday 18 April 2025**.

8. 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 appropriate child protection screening, including checks with past employers and the DBS.

Post holders will be engaging in regulated activity.

All posts are 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 well-being and education of the pupils.

Eastbourne College (Incorporated) is a non-smoking establishment.

March 2025