

**Job Description**

**Non Residential - Part-Time Boarding Matron**

The Part-Time Boarding Matron is an essential figure at the School. They work very closely with other members of the boarding team and wider staff as they seek to support, and care for pupils. This is a part-time, non-residential role although overnight duties may be required however you will be given advanced noticed if this is a requirement. You may need to be flexible and adaptable to be able to cover for sick colleagues, if emergency cover is/was required.

The Part-Time Boarding Matron is the first point of contact for pupils who are unwell or injured at school and will take a proactive interest in the general health and wellbeing of all pupils in the School; including offering a listening ear to pupils and being alert to those who are having difficulties. They provide a pivotal point of liaison for the welfare of individual pupils in the School.

**Role Responsibilities**

They will be line managed by theLead Houseparent and overseen by the Head of Boarding.

**1. Medical matters**

* Be the primary point of contact for pupils and parents concerning general medical, dental, dietary and welfare matters.
* Be aware of the nature of medical confidentiality and maintain patient confidentiality (except in matters related to safeguarding or whistleblowing). Communicating with colleagues on an as-needed basis.
* Follow all medical protocols and school policy
* Triage pupils for medical matters before addressing the matter or referring on externally by calling 111, taking a pupil to A&E or calling 999), where appropriate.
* Lead on the creation of Personal Emergency Evacuation Procedures (PEEPs) for pupils who need them.
* For pupils with specific conditions and/or medication, maintain appropriate care plans, distributing to staff as appropriate.
* Ensure the collection and appropriate storage of non-prescribed medication and prescribed medication (including controlled drugs) and administer them correctly.
* If required and only in an emergency, accompany pupils to the local hospital, within normal working hours and if a parent is unavailable.
* Ensure First Aid boxes/bags are fully stocked and in date in School and the Pavilion; ordering supplies when necessary and maintaining inventory.
* Liaise with the School Nurse to coordinate services, records, provision and policies where appropriate.
* Monitor pupils carrying their own medication e.g. AAI’s and inhalers.
* Ensure first aid kits are checked and ready for school trips and sports fixtures, including adding relevant AAI's, inhalers and any other specific medication for pupils on the trips.

**2.** **Administrative matters**

* Maintain medical records (and incident reporting as appropriate) on the school information system for all pupils, especially those with severe conditions or allergies so that appropriate care can be given; ensuring all pupils’ personal medications are available and in-date, administering them when required at school.
* Organise and maintain high standards of medical-related displays, signage, and information points throughout the school.
* Maintain and update the list of trained first aiders in school.
* Attend termly Health and Safety Committee to give First Aid updates.
* Ensure HSE regulations regarding First Aid at Work are followed; and that the School’s approach in health matters is in line with statutory guidance and the requirements of ISI and other regulatory bodies recording/communicating/reporting as required by the School policy on First Aid and Health and Safety. External training for this will be provided.
* Ensure their own training is regularly kept up to date and compliant.
* Undertake other tasks in the area of the pupils’ health and wellbeing as the boarding team.
* Support the collation and sign off of all trip’s paperwork, and bookings
* Support the collation of all travel information for the starts and ends of terms.
* Ensuring smooth communication with catering
* Line manage the housekeeping staff allocated to boarding

**3. Safeguarding and pastoral welfare**

* Safeguard the welfare of pupils at all times.
* Communicate regularly with all pupils both formally and informally, being sensitive to the differing needs and strengths of each individual, so that each pupil feels cared for, supported and advised.
* Get to know the students as individuals
* Liaise regularly with all staff to ensure effective pastoral care of the pupils.
* Report to the Designated Safeguarding Team, any pupils of concern, via MyConcern
* Understand and promote the School’s approach to Equity, Diversity and Inclusion, as well as the School’s strategic aims.
* Provide proactive pastoral and supervisory presence in the School

**4. Pastoral responsibilities**

* Be a cheerful, positive and reassuring presence around the boarding house.
* Be flexible and adaptable to approaches
* Monitor the general pastoral wellbeing of all pupils in the School and report any concerns to the appropriate member of staff.
* Ensure regular informal contact with the pupils and other new pupils over the first few weeks of their arrival at the School in order to help new pupils settle in to a new way of life.
* Be alert to those pupils who have particular vulnerabilities and may need extra support, sharing relevant information with the relevant staff as the need arises.

As part of their induction, Day Matrons will gain further knowledge of their obligations with respect to:

* Safeguarding legislation (including Keeping Children Safe in Education [KCSIE] and Working Together to Safeguard Children [WTSC]).
* National Minimum Standards for Boarding Schools
* School policies and procedures.

**Working hours**

The Day Matron will work:

* From 9.00am to 4.00pm Monday to Thurs (term-time only), including INSET days and two preparation days prior to the terms starting, this might include coming in to check the houses are ready by the housekeeping team for the students to return.
* Additional hours required on Saturdays usually from 10am – 4pm or Midday to 6pm however these might alter depending on the trip requirements, flexibility is required.

34 hours total

School lunches are also provided for during term-time.