# Role Description

**Job Title: Matron**

**Reports to: Matron Manager**

## General Information

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 800 pupils, aged 13-18, are accommodated in 15 boarding houses, as well as a day house, and are taught by more than 20 academic departments, and participate in numerous co-curricular including sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs more than 600 staff.

## Job Purpose

Alongside the Housemaster/mistress to assist in the pastoral care, health care and general well-being of pupils in the day house.

Ensure required customer service standards within the day house are met by other school wide service departments.

## Your accountabilities

1. Safeguarding

to ensure that pupils feel safe and are aware of the support available to them, and to ensure that policies and procedures for child protection and safeguarding (countering bullying, substance misuse, health and safety, e-safety, medical provision, welfare concerns and the school’s behaviour/Pastoral Policies) are fully understood and applied consistently; record all pupil-based safeguarding matters using the appropriate school system.

1. Pastoral care

* To provide pastoral care to the pupils on a day-to-day basis.
* To assist the housemaster/mistress in creating a friendly and happy atmosphere in the house.
* To pay particularly close attention to new pupils to help them feel part of the house and the wider school community.
* To act as a ‘listening ear’ and sympathetic support for pupils’ concerns.
* To maintain prompt and open communication with the Housemaster/mistress (and other Matrons within hours) in all matters relating to the pastoral care and welfare of pupils.
* To be a main point of contact for parents. Regularly liaise directly with parents regarding attendance and pupil welfare and in consultation with Housemasters/mistresses, take messages when required.
* To assist the Housemaster/mistress in the monitoring of pupil attendance and ensuring all absences are logged correctly on the relevant school systems.
* To monitor behaviour within the house and alert the housemaster/mistress regarding areas of concern.
* To act as a source of guidance and support to the house tutor team in dealing with pupil welfare issues.
* To create activities and meetings with fourth form pupils to allow accurate writing of pastoral reports.
* To monitor pupils’ daily routines (including punctuality, meal attendance, diet etc.), and work with the Housemaster/mistress to help pupils meet expected school standards.
* To ensure pupils adhere to school uniform policy including ensuring a pupil’s uniform is in a good state of repair.
* To encourage families to make sure all school uniform is clearly marked or labelled.
* To ensure any pupil-based pastoral matters in which you be involved are promptly and accurately recorded on the appropriate School System.
* To provide pastoral support to pupils in the varying stages of the wellbeing continuum.

1. Health Care Duties

* To assess pupil illness and injuries. To deal with minor problems and to refer to the Lead Nurse all other medical matters.
* To play an active role in promoting healthy lifestyles and positive mental health of pupils in the house and assist pupils to build resilience to the strains which life in a busy school can create.
* To issue both non-prescription and where necessary prescription drugs in a manner which follows school medical protocols.
* To ensure all medicines dispensed are accurately recorded using the electronic centralised medical record (ECMR) system.
* To keep in-house medical files and accident records up-to date and ensure that the computer “absence / off games” record is accurate.
* To be trained in First Aid and ensure any training requirements are met
* To ensure that approved first aid equipment is available and correctly stocked in the house.

1. House Management Duties

* To liaise with catering and cleaning service providers/the relevant HOD to ensure house needs are being met.
* To liaise with the housemaster/mistress on necessary repairs and improvements to the furnishings, furniture and fabric of the house and assist with energy conservation measures; and where there are unsatisfactory levels of repair either inside or outside the house, report these to the Maintenance Department for action.
* To help prepare the house for the return of pupils at start of terms.
* To ensure that at the end of terms the house is ready for external clients to use, if required by the Commercial Director for external letting.

1. General Duties

* Actively supervise the house/pupils when acting as the lead adult.
* To ensure there is an effective handover when matron responsibilities for the house are transferred during the day/week.
* To ensure effective handover of information at the end of the working day to assist the housemaster/mistress and/or deputy housemaster/mistress and/or tutor in their management of the house/pupils.
* To attend training and professional development courses as appropriate.
* To support the housemaster/mistress with house administration.
* To act as the House Fire Officer in the absence of the housemaster/mistress and deputy housemaster/mistress and to manage the Fire Evacuation of the building, as set out in the School’s Fire Safety Policy.
* To monitor access for visitors including contractors to the house.
* To assist in the organisation of many house events as directed by the housemaster/mistress. This is integral for inclusivity of day pupils to be part of a wider school community.
* To attend house social events (which may be out of normal working hours) as directed by the housemaster/mistress and in line with extra contracted hours guidance.
* To attend meetings as required.
* To liaise with the Matron Manager and Assistant Head of Pastoral on any matters relating to the discharge of a matron’s responsibilities.
* To undertake any reasonable request from the Housemaster/mistress, Matron Manager or Assistant Head Pastoral.

1. Regulatory Compliance:

To work with the Housemaster/mistress to ensure Fire Safety and Health and Safety protocols are followed and that all pupils and staff are fully familiar with evacuation procedures and understand the concepts of hazards, risks and how to mitigate them.

Outcomes

1. Safeguarding: Safeguarding is central to all we do; pupils feel safe and able to raise any concerns or worries; Matrons are alert to potential issues and know how and when to, and do, act appropriately; all pupil-based safeguarding matters are promptly and accurately recorded on the appropriate School System
2. Pastoral care: Pupils quickly settle into school and house routines; pupils feel happy, content and welfare needs are being met; pupils have someone to whom they can turn for support; welfare plans in place and reviewed as appropriate; effective use of relevant agencies, for example, the school’s senior personnel, the school Health Centre, Learning Support Department, the Lead Counsellor, Designated Safeguarding Lead and, where appropriate, external agencies with responsibility for the welfare of young people; open communication exists between all members of the house pastoral team and key pastoral information is shared and guidance and support provided; accurate and prompt record keeping of all matters related to a pupil occurs – PIMS entries occur on a regular basis; parents are regularly communicated with and kept informed of any pastoral based issues; positive house culture and high standards of behaviour exist; pupils attend all meals and eat healthily; pupils uniform is neat and well-presented and adheres to school dress codes as outlined in the White List; there is regular delivery of ‘key pastoral’ themes and messages to the House
3. Health Care Duties: Pupil medical needs are quickly and appropriately met, pupils adopt healthy lifestyles; pupils are resilient and can effectively manage their mental health; house management of medicines follows all necessary protocols and procedures with accurate and prompt records maintained; colleagues are aware of real time pupil absence/off games information; matrons are First Aid trained and any necessary First Aid equipment is readily available in house.
4. House Management Duties: The day house operates with a safe and ordered routine which pupils understand and effectively follow; high quality catering and cleaning services are provided with any concerns about the level of service being swiftly reported to the relevant HoD; Maintenance issues are quickly resolved; the house is ready for the start of term and is ready in good time for any handover to external clients.
5. General Duties: Pupils are appropriately supervised at all times; all necessary information is shared between all matrons in a house; all relevant information is passed on to those taking over responsibility for management of the house in the evening; professional development is continuous and adds value to the pastoral care being provided; the house is safe from fire, health and safety and intruder risks; house social events are regular, successful and attended (as appropriate); collaborative contribution to matrons’ meetings and any house based meetings; regular collaboration with the Matron Manager.
6. Regulatory Compliance: audits (both internal and external – such as those carried out by Uppingham’s Health and Safety Officer and/or ISI) are successful; positive feedback from assessors; any areas for consideration are welcomed, reviewed and solutions identified promptly.
7. Communication with Parents: communication is timely and effective; parents know of the key happenings in their child’s school life and feel involved, comfortable in approaching staff and confident they will receive a prompt and full, considered response to any questions raised.

## Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

## Qualifications

* Minimum requirement of education to secondary level (Essential)
* Hold a UK driving licence and, preferably, their own car. (Desirable)
* Childcare certificate or equivalent. (Desirable)
* Experience of working with children (Desirable)
* First Aid qualification (Desirable)
* ELSA (Desirable)
* MHFA(Desirable)

**Skills and experience**

* Strong administration skills (Essential)
* Excellent telephone manner (Essential)
* Able to communicate on many levels in a variety of ways (Essential)
* Active listening and observational skills (Essential)
* Familiar with Microsoft Office (Essential)
* Previous experience in independent schools (Desirable)
* Experience of working with adolescents (Desirable)
* Confident in delivering pastoral activities to groups and individuals (Desirable)
* Ability to multi-task (Essential)
* Able to work on own initiative (Essential)

## Personal qualities

* Evident warmth and empathy
* Genuine interest in the welfare of adolescents
* Positive, upbeat attitude
* Hands on approach
* Sense of humour
* Calm personal approach and observant
* Friendly and approachable
* Capable of making decisions
* Showing initiative and efficiency
* High level of discretion
* Enthusiastic and energetic
* Good manner with parents/guardians

**Operating environment**

1. Whilst each house will have its own unique ‘character’, Housemasters/mistresses will be responsible for running their allocated house in a collaborative and integrated way with his/her peers to ensure sufficient consistency in provision and full compliance with all regulations relating to school life and safeguarding.
2. The most challenging feature of this role is to identify and meet the needs of each and of all pupils, which may be complex, profound and compounded by learning difficulties, language difficulties, cultural difficulties and the intensity of boarding life whilst providing a sense of community, inclusion and above all safety and security. All staff within the House must work collaboratively and collectively to support the delivery of an outstandingly good health and welfare service for all pupils in their care.
3. The job-holder is expected to model extremely high standards of personal behaviour. Care of pupils plays a fundamental role in a pupil’s total welfare and wellbeing, helping them develop into self-confident and purposeful young adults, pass through key stages of their physical and emotional development and prepare to enter the wider world beyond school as well-rounded citizens. Each child is unique and must be cared for accordingly, whilst always bearing in mind perceptions of fairness and consistency in approach.

## Key relationships

* Housemaster/mistress
* Senior Deputy Head
* Assistant Head Pastoral
* Assistant Head Safeguarding
* Matron Manager
* School Chaplain
* Health Centre and School counselling services
* H&S Manager
* Cleaning Managers
* Domestic Team Leader
* Maintenance Manager

## Benefits

Working hours Normal working hours are based on a two-week rota term-time only. Monday-Friday and alternate Saturdays which all equate to a weekly average of 30.25 hours. Plus 64 extra contracted hours some of which will be used for functions and at the beginning and end of terms.

Salary Competitive

Probation period Six months

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

Benefits 50% contribution to premiums for the School’s private health scheme

Free Westfield Healthcare

Free membership of dual-use Sports Centre (£25 annual joining fee)

Free staff lunches in term-time

School fee discount

25% Holiday Club discount for children at local Nursery

Retail, gym, supermarket, cinema and restaurant discounts

Cycle to work scheme

Employee Assistance Programme

Contributory pension scheme

Occupational Health Services

Free annual flu jabs

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

Recognised as “Investors in Diversity”

Holidays The annual holiday entitlement is all Uppingham School Holidays. No holidays may be taken during term time.

Public holidays that fall with in term time are normal working days.

## Safeguarding and Child Protection

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 (child protection) Policy at all times. 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 (DSL) or to the Headmaster.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to [recruitment@uppingham.co.uk](mailto:recruitment@uppingham.co.uk), 01572 822216.

**The HR Department**

**Uppingham School**

**High Street West**

**Uppingham**

**Rutland**

**LE15 9QD**

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

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