

Resident Matron

Job Description



WYCOMBE
ABBEY

Aim:	To provide outstanding pastoral care for the girls in the school, under the leadership of the School's Housemistress team and the Head of Boarding. To be part of a team providing a relaxed, happy and caring environment within the various boarding houses throughout the School.
Other Benefits:	Accommodation in the School is provided 'for the better performance of duties'. All meals during term time are provided.
Reports to:	Head of Boarding
Hours of Duty	Term time only, plus sufficient time at the beginning and end of term to ensure the house is prepared. Resident Matrons will be on duty across a number of boarding houses throughout the School to support the existing teams. The Resident Matron will be on duty whilst in residence with the exception of a 36-hour period each week. This period of time is decided in negotiation with the Head of Boarding as appropriate and may vary depending upon the needs of the School. There is also time off during the course of the day/evening which should be agreed in negotiation with the Housemistresses/Head of Boarding.

Main tasks

- As part of the School pastoral team working across various Houses, carrying out general duties as assigned by the Housemistress
- Provide support, supervision and pastoral care for unwell pupils, including pupils in self-isolation
- Foster a warm, homely, encouraging and welcoming atmosphere
- Ensure bedtime routines are followed
- Welcome and meet parents at key times
- Co-ordinate and organise the girls' travel arrangements.
- Encourage high standards of appearance and personal hygiene
- Help with house entertainments for girls, parents and staff e.g. dorm feasts, parents' drinks and parents' days
- Run the House Dispensary and dispense simple medication, maintaining careful medical records - referring to and liaising with the Health Centre when necessary
- Measure and weigh each girl regularly and check each girl termly for head lice or as required, keeping records and informing the Housemistress, other Resident Matrons and Health Centre if there is any cause for concern
- Escort any girl to an appointment as required or accompanying a girl to the hospital in event of an emergency, ensuring there is cover if needed
- Oversee the girls' clothes and carry out laundry
- Run House Lost Property and check for lost property in School one day a week
- Check on and help with the tidiness of the House
- Report building faults to the Estates Department, prioritising urgency
- Before the beginning of each term, prepare the House for the girls' arrival
- After the end of each term, check the House so that it is tidy and organised for the cleaners
- Run a "shop" with basic supplies and arrange for the billing of girls, managing the stocks
- Ensure valuable items are appropriately secure during the holidays, including overseas girls' possessions
- Carry out administrative tasks as requested by the Housemistress
- Carry out any other duties as commensurate with the role.

Person specification

Specialist knowledge and experience

- Positive interaction with and an understanding of the needs of young people.
- Strong IT skills: able to email, produce Word documents, uses databases.

Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience

Interpersonal skills

- Proven ability to build rapport and establish effective and supportive relationships with colleagues and young people.
- Ability to put the needs of others first and look after their interests.

Resilience

- Proven ability to remain calm and motivated when faced with challenging behaviours or situations.

Organisation

- Ability to organise time effectively, prioritising workload and meeting deadlines.

Influencing

- Able to convince others in a way that results in acceptance and behaviour change.

Special conditions

- Appointment is subject to an Enhanced Criminal Records check

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement 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, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.