



## **Job Description – Boarding Matron (Residential)**

This is an important pastoral position, which requires the post holder to be aware of and respond to issues pertaining to all boarding pupils. The Boarding Matron should enjoy spending time in the company of pupils and be prepared to oversee their domestic, medical and pastoral development out of school hours. The Matron is expected to work in close co-operation with the Director of Boarding, Housemasters, boarding team, pupils and the Day Matron, and with the Medical Centre staff and the Deputy Head Pastoral. The suitable candidate for this role will have both the ability to work as an autonomous worker and will be flexible enough to work as a team player at any given time.

### **SALARY**

According to range point 19-23 on the School's business services pay scale currently £20,401-£22,378 FTE depending on qualifications and experience. As this is a term-time only role, the salary will be on a pro-rata basis.

Accommodation is provided with this role.

### **TERMS OF THE ROLE**

5 evening and overnight duties per week – 6.30pm-8.30am.

One full 24-hour period off per week

Weekend duties according to the boarding rota

### **KEY DUTIES AND RESPONSIBILITIES**

Assisting the boarding team with the general welfare and well-being of the pupils and being aware of any medical, pastoral, social or domestic problems they may have

Help with supervision and behaviour, especially at meal times and bedtimes

to form positive relationships with the boarding pupils

the medical welfare of pupils including accompanying them on visits to doctors, dentists, consultants and hospitals

Keep parents informed about their children's health and wellbeing regarding routine matters

the maintenance and administration of all medicines kept in House in line with School policy

the general appearance of pupils, ensuring that uniform is worn correctly

to liaise with the parents/guardians when pupils are required to purchase new items of uniform

Oversee housekeeping / cleaning and monitor the standard of work of the cleaners.

Reporting any maintenance issues to the Maintenance Department

Attend boarding staff meetings, contributing productively and creatively to discussion.

Be in residence before the return of boarders at the beginning of each term order to welcome back pupils and, where possible, be a point of contact for parents.

At the end of term, in exceptional circumstances and for a maximum of one night, remain resident until all boarders have departed.

encouraging and modelling good manners and courtesy, a positive attitude and respect for the individual and school and personal property

to carry out any other duties requested by the Director of Boarding for the smooth running of the House and welfare of the pupils

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To be familiar with the National Minimum Boarding Standards (NMS)

## PERSON SPECIFICATION

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>A good standard of general education is expected.</p> <p>Suitable Qualifications in First Aid and childcare, such as</p> <ul style="list-style-type: none"> <li>•Level 2 Award in Paediatric First Aid</li> <li>•Level 2 Award in First Aid Essentials</li> <li>•Level 2 Award in Safeguarding and Protecting Children and Young People</li> <li>•Level 2 Certificate for the Children and Young People's Workforce.</li> </ul> <p>Level 1 Health &amp; Safety</p> <p>When in post your training will cover school and health and safety procedures. CPD could involve Professional Practice Certificate course organised by the Boarding Schools' Association (BSA) and Roehampton University.</p> <p>Level 3 Award in Paediatric First Aid</p> <p>Level 3 Diploma for the Children and Young People's Workforce (Early Years Educator).</p>
<b>EXPERIENCE</b>	<p>Experience of working with children or young people is needed, and to have passed Disclosure and Barring Service checks.</p>
<b>SKILLS AND ABILITIES</b>	<p>The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.</p> <ul style="list-style-type: none"> <li>•a warm and sympathetic personality</li> <li>•tact and good listening skills</li> <li>•the ability to deal with emergencies calmly</li> <li>•an understanding of different cultures and practices</li> <li>•excellent communication and 'people' skills</li> <li>•good organisation, writing and IT skills</li> </ul>

Pre-Prep | Junior | Senior | Sixth Form

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St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU

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	<ul style="list-style-type: none"> <li>•practical skills for housekeeping.</li> </ul> <p>The nature of the work requires physical fitness and a good level of stamina.</p>
<b>KNOWLEDGE</b>	Knowledge of child development and educational welfare will be necessary.
<b>BEHAVIOURS</b>	<p>To be friendly and welcoming and someone that parents and pupils can trust.</p> <ul style="list-style-type: none"> <li>•the ability to work in a team</li> <li>•patience and a sense of humour</li> </ul>

## **SAFEGUARDING AND CHILD PROTECTION**

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 Safeguarding Lead or to the Headmaster (as appropriate). The post-holder is also required to complete regular Safeguarding training, as are all staff at the School.

## **CONDITIONS OF SERVICE**

Lunch is offered free-of-charge for all staff

Free parking on the School site for all staff

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

## **APPLICATIONS**

Applications must take the form of an application form and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of applications is 09.00am **Monday 27<sup>th</sup> July 2020** with 1<sup>st</sup> round interviews taking place that week. Applications should be emailed to:

[slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk)

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