

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

**Post Title:** BOARDING HOUSE MATRON

**Responsible to:** Director of Boarding

The main function of this post is to be an adult presence in the House and be responsible for the welfare of the students by assisting the Head of House and the House team in the supervision of the health and welfare of the students and the boarding House - the physical building within which they live.

The post requires someone who likes and understands young people and is able to demonstrate good sense. You should have good personal inter-active skills with young people and their parents and guardians by being a good listener, reliable, warm and friendly in disposition, have a flexible outlook, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively. The nature of the work requires physical fitness, a good level of stamina and ability to handle laundry and climb a large number of stairs.

It is envisaged that every House will have a slightly different approach to the job, depending upon the particular circumstances and strengths and skill of the individual post holders. What follows are the expectations of the role, but it is important that this is re-defined annually, or is at least subject to review between the Head of House and the Matron.

The job may involve any or all of the following specifications. Above all, there is an expectation of a parent figure who is generous with their time and responsive to the needs of the students. 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.

### **1 Purpose of the Job**

- a) The physical care of the students.
- b) Dealing with lost property.
- c) Laundry administration, sorting and mending.
- d) Providing an adult presence during agreed hours and cover in emergencies.
- e) Preparedness to give emotional support to students.
- f) Liaison with Head of House and House staff on matters to do with the House.
- g) Assistance in the smooth running of the House.

### **2 Responsibilities**

- a) Laundry Room
- b) Supervision of standard work of the cleaners. Liaison with the Domestic Services Manager and Cleaning Supervisor.
- c) Providing adult cover as required.
- d) A listener to students.

- e) Observation and actioning of maintenance needs within the House.
- f) Supervision of pupils taking medication.
- g) Health Centre escort duties
- h) Personal hygiene and appearance of students.
- i) PSHE as necessary
- j) Preparation of snacks.
- k) Other incidents as they arise.
- l) To be available in the house 48hrs before the start and end of each term.

### **3 Tasks of the Job**

- a) To be in attendance in the House 48 hours before and after the commencement and termination of the school term to ensure all preparation and clearing away is completed as directed by the HOH and Director of Boarding.
- b) Work hours as stated in contract of employment.
- c) Available to students for their needs.
- d) Baking & preparing snacks.
- e) Provision of cover and supervision of students when required.
- f) Attendance and support at official functions and parties.
- g) Response to the telephone, e-mail and door.
- h) Determining the fitness of students and liaison with the Health Centre.
- i) Accompanying students to hospital and dental appointments, which are made by the Health Centre.
- j) Maintain medical book.
- k) Contributing to the supervision of student tidiness/dorm tidiness/communal area tidiness.
- l) Ensure students follow routines as appropriate, rising, meals, showers as appropriate to the age of the student.

### **4 Authority and Approval**

- a) Always check medical decisions with the Health Centre
- b) Minor discipline, although this is the major responsibility of the Head of House.
- c) Expenditure by students within guidelines laid down by the Head of House.
- d) Ordering cleaning materials and equipment as required by the Head of House.
- e) Liaison with Maintenance department over maintenance as agreed by the Head of House.

### **5 Working Relationships**

- a) Directly responsible to the Head of House, with whom information should be shared within agreed boundaries of confidentiality.
- b) Open and regular line of communication with the House team. Professional contact with parents, pupils and employees of the School, and specifically the Health Centre, the Laundry, Cleaning Company and Maintenance Department.

### **6 Qualifications**

First Aid is desirable, but not a requirement. Specific & relevant training will be provided. NNEB/BTec I Childcare would be a useful addition.

### **7 Additional Tasks**

These will be very variable, but could include clerical work, typing, filing, photocopying, administration, travel arrangements, absentee system, mending and labelling of clothes, baking, regular meetings with Head of Houses, monitoring cleaner's performance, anticipating events, helping organise events unique to the House.

8. **Other**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

The Royal Alexandra and Albert School 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 an Enhanced DBS check.