

PANGBOURNE

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MATRON - ILLAWARRA - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Matron - Illawarra
Reports to:	Head of Operations
Department:	Domestic
Hours per week:	08:00 - 17:30 - Monday, Tuesday, Thursday 08:00 - 16:30 - Wednesday and Friday
Contract Type:	One year Fixed Term Contract

Key working relationships:

Members of the Domestic Department

Bursary Department

Teaching and Operational Staff

Pupils, Parents and Guardians

Job Summary

The Matron is a key role within the busy boarding house to oversee the domestic arrangements for boarders within the house, with particular responsibility for assisting with the pastoral care of the pupils. As well as being responsible for the health, dress and general wellbeing of pupils, you will also be responsible for the housekeeping tasks such as cleaning and laundry.

Duties and responsibilities:

Pupil Care and Wellbeing:

- Provide the highest quality pastoral care to pupils by ensuring they are in a safe, nurturing environment
- Support all College staff in ensuring pupils are smart in their appearance and compliant with the College uniform guidelines
- Work with the HoM and AHoM to maintain a healthy routine of life for each Boarder/pupil and make sure that standards of cleanliness and personal hygiene are taught and carried out
- Be aware of, and respond to the needs of individual pupils and monitor these for signs of change and respond accordingly
- Walk through the Division once a day to check on pupils and inspect cabins for cleanliness and tidiness
- Ensure the DSL and any other appropriate authorities are informed of safeguarding concerns whilst maintaining the pupils dignity
- Act as a link between parents, pupils and teaching staff including the medical team and to be one of the parents' initial points of contact
- Foster a positive, welcoming relationship with the Boarding families
- Maximise pupils personal safety and security of themselves and their possessions
- Assist pupils with personal administration and organisation of their rooms
- Consider the religious, dietary, cultural and language needs of pupils at all times
- Contribute to the Induction Programme for new pupils so ensure that any settling in problems are resolved

Pupil Health and Wellbeing:

- Issue non-prescription drugs and prescribed/controlled drugs where authorised and record accordingly
- Refer pupils to the Health Centre when required
- Ensure all drugs kept in the secure Division Medical Cabinet are in date and accounted for weekly
- Ensure approved First Aid equipment is available in the Division and administer basic First Aid, in line with your training, when required
- Liaise effectively with the Health Centre with regards to all medical and health related issues
- Escort pupils to medical, dental or other appointments as necessary and take pupils to hospital in an emergency
- Work with the Divisional Team to be aware of and support pupils with mental health issues
- Liaise with College Health Centre staff and Assistant Head (Pupil Wellbeing), as appropriate, in order to share any health or medical concerns

Housekeeping:

- Manage the laundry on a day to day basis and ensure beds are changed regularly and clothing is laundered and ironed to a high standard, presentation is key
- Ensure all articles of pupils clothing are clearly labelled
- Retain records of all items sent for dry cleaning

- Inspect number one suits each time they have been worn and ensure that all repairs are undertaken and these are pressed/dry cleaned and ready for use. Send to College shop if necessary
- Liaise with Housekeeper to ensure there are adequate cleaning materials for them to carry out their work
- Inspect cabins daily and report any immediate maintenance issues
- Liaise with the housekeepers for reporting of maintenance issues in communal areas
- At the start of term have all beds made up with clean linen
- At the end of term check all bed linen to see that it is still fit for purpose, wash pillow and mattress protectors
- Check pillows and mattresses each term and put in requests for replacements as necessary with the Head of Operations
- Wash College duvets once a year

Health and Safety:

- Take pupil registration as required by HoM and follow up on any missing pupils
- Ensure the Division is not left unattended and pupils are adequately supervised
- Undertake weekly fire alarm tests and keep a record
- Assist the HoM and AHoM in regular fire drills as required
- Undertake/supervise the required tests for legionella compliance
- Work with HoM, AHoM in setting and maintaining a high standard of behaviour in the Division and all areas of College life
- Sign pupils in and out of College
- Collect any uniform or other items dropped off by parents and deliver to pupils

Communication:

- Maintain regular contact with and a flow of information to the HoM/AHoM on all matters concerning pupil welfare and wellbeing through regular meetings, daily handovers and use of iSAMS/CPOMS/REACH/AS Tracking as appropriate
- Be a point of contact for parents escalating any questions to HoM and AHoM as necessary
- Liaise with parents as necessary in person, by phone or email
- Have daily meetings with the housekeeper
- Attend weekly Muster
- Have weekly meetings with Head of Operations
- Attend Pastoral meetings
- Send photos and news to the External Relations Department to assist with Marketing activity

Administration and Record Keeping:

- Assist with the management of the REACH boarding software at Division level ensuring that pupils records are accurate and details for leave are recorded appropriately in liaison with parents and pupils
- Manage Overnight leave and end of term arrangements and travel details for all boarding pupils, booking transport through Bursary Admin
- Assist in the management of the signing in and out process, handover logs and leave requests
- Maintain divisional notice boards and update information as required

Regulations, Safeguarding and Compliance:

- Under the direction of the Head of Boarding/HoM and Head of Operations work to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the Division
- Understand the implications of the National Minimum Boarding Standards and the ISI inspection framework for pastoral care in the Division
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Code of Conduct
- Participate in whole school INSET and other appropriate training as required
- Support the College's disciplinary policy and foster an acceptance of the College Code of Conduct; inform the HoM of any cases of any incidents of bullying or breaches of the Behaviour Policy and maintain records as appropriate

Co-Curricular Activities:

- Help organise house outings and activities to promote engagement in the Division by all pupils, day and boarding
- Assist with and be present at Divisional events such as Div Music, Div Drama, School Productions, Parade Sundays, House BBQs/Teas and Open Days
- Wherever possible support pupils in any performances or sporting activities

IT:

- Be competent with the College IT, google docs and sheets, for sending messages, recording maintenance requests, updating fire alarm tests, bed allocation etc.
- Input information on the School Information Management Systems as required such as iSAMs, CPOMS, AS Tracking

Training:

- Attend any training courses or undertake online training as identified by the Head of Operations, Deputy Head (Pastoral) or HoM

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

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Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.