

BRADFIELD COLLEGE
JOB DESCRIPTION

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

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the College may reasonably require.

This Job Description is neither final 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.

JOB TITLE:	Temporary Day Matron (Non Residential)
REPORTS TO:	Director of Wellbeing
KEY RELATIONSHIPS:	College Matron (Residential) (for the day-to day working relationship, in liaison with the Domestic Supervisor)
DATE:	December 2018

JOB PURPOSE:

To provide appropriate cover for matrons during absence.

In liaison with the College Matron (Residential) and the Domestic Supervisor, the Day Matron will provide appropriate day cover for resident matrons in the event of illness or when the matrons need to rest following overnight attendance, ensuring that they have the opportunity to take the following day off.

PRINCIPAL ACCOUNTABILITIES:

1. In the absence of the House Matron, assist with and contribute to the supervision and care of the pupils, with particular responsibility for the health, clothing and general well-being of those in the Houses; to organise and support the domestic staff attached to the Houses and ensure that they carry out their work effectively and efficiently.

Health and Medical

1. To be responsible for the general health and well being of those in the Houses, which may include holding daily “surgeries” at appropriate times.

JOB DESCRIPTION

2. In the case of any doubt or concern, to refer medical matters to the Medical Centre Staff.
3. You may be required to deal with medical emergencies as well as routine appointments, escorting pupils as needed to the surgery, hospital or specialist. You are expected to attend the Four Day First Aid at Work course, which will be organised for you by the College.
4. To attend sick pupils who are confined to bed in their Houses.
5. To be responsible for the well being of any sick day pupils, making arrangements for them to be collected by parents.
6. You must convey any health or medical matters that may occur during your cover period to the respective House Matron and make appropriate records in keeping with the College Boarding Houses' systems.
7. You will be responsible for keeping best practice in record keeping.

Pupils and their Parents

1. In the absence of the House Matron you will be responsible (in association with the HsM*) for the care, supervision, cleanliness and presentation of pupils in the Houses, co-ordinating and liaising with other House Staff as necessary.
2. You will be aware of the College uniform requirements of pupils, and maintain good standards, arranging for clothing to be sent and returned from the laundry and arranging for appropriate repair of clothing.
3. In the absence of the House Matron you may be required to liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters, in consultation with the HsM.
4. To provide a sympathetic presence in the Houses, and to be sensitive to those who are having difficulties coping with College life; to liaise closely with Houses and other Staff concerning the progress and welfare of pupils.
5. You may be required to carry out a check of all bedding, furniture, fixings and fittings, preparing a list of repairs and maintenance items required, to be submitted to the Assistant Bursar (Works), with a copy to HsM. To advise on replacement or renewal of bedding, fixtures and furnishings.
6. To participate in the instruction and induction of domestic staff allocated to work in the Houses, following administrative arrangements made by the Domestic Supervisor in conjunction with the HR department.
7. In the absence of the House Matron, ensure adequate supplies of cleaning materials and equipment, medical items (as recommended by the Medical Adviser) and other domestic materials, and make adequate provision for their safe storage. Fully update the House Matron of any changes.

JOB DESCRIPTION

8. To provide the House Matron of a thorough handover following cover.

General

1. You may be required to attend Matron meetings
2. To be familiar with the College's code of practice for health and safety, and its policies and procedures for anti-bullying, substance misuse and child protection.
3. To carry out such other relating duties as may be required from time to time by the HsM or the College Matron (Residential), subject only to the provision that such duties fall within the general aim of the post.
4. You will be expected to draw attention to where improvements can be made, in line with the College's Boarding House policies and procedures.

* HsM = Housemaster or Housemistress

REQUIREMENTS:

- Owner of a full and clean UK Driving Licence
- Current First Aid Certificate an advantage

SKILLS:

- Good standard of English and the ability to communicate clearly and effectively with College nurses, parents, pupils and all other staff.
- A strong team player who is well organised and efficient, with a strong attention to detail
- Highly motivated, flexible and willing to use initiative
- Good IT skills, particularly word-processing
- A qualified First Aider or willing to train.