**JOB DESCRIPTION**

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| **Job Title:** | Day Matron | **Department:** | Residential team |
| **Hours of Work:** | 08:30 - 16:30 Monday to Friday (Term time only), one-year fixed term contract. Job share considered. |
| **Responsible To:** | Head of Sixth Form | **Responsible For:** | N/A  |

**Summary of Role**

The Sixth Form Day Matron will be part of the Lower Sixth & Upper Sixth team, who together have responsibility for the effective operation of each House. They act 'in loco parentis' for the girls, being responsible for the general wellbeing and discipline of individuals in the year group, both Day girls and Boarders. The Day Matron works under the direction of the Head of Sixth Form. The post involves taking responsibility for supervising Berwick & Shanley Houses between the hours of 08:30 -16:30 Monday to Friday (term time only). This is a non­teaching, non-resident post.

**Specific Responsibilities:**

1. To be concerned for each girl's development - their academic, social, spiritual and personal welfare, alongside their happiness, well-being, health and safety.
2. To contribute to the upholding of discipline, behaviour and personal presentation of the girls.
3. To create an environment in the boarding house that is conducive to study and relaxation.
4. To build and maintain strong relationships with parents and guardians.
5. To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
6. To undertake ongoing professional development by attending INSET sessions in School.
7. To assist with the preparation of the House before the start of term and to assist with the clear-up and departure of girls at the end of term. This will include attendance at the Residential and full Staff Conferences before the start of term.
8. To build and maintain positive and constructive relationships with pupils, in order to provide them with the best possible care and support.
9. To be an active presence in the House during the day. (Refreshment/meal breaks should be taken when girls are in lessons).
10. To liaise effectively and professionally with other staff in school.
11. To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with risks, and reporting any problems.
12. To promote good relations between the school and the general public, particularly with present and prospective parents and the local community.
13. To assist in the daily House routines and duties, including (but not restricted to):
	1. Assisting with the Registration of students.
	2. Supervision of students who are in the House during the day.
	3. Administration of local exeat permissions, ensuring safe travel arrangements are in place, and taking follow-up action as appropriate.
	4. General House administration tasks.
	5. Update of logbook and Year records.
	6. Ensuring effective and timely communication with Parents and Guardians via E-Mail/telephone.
	7. Liaising with Domestic Services, Maintenance and Catering department regarding requirements for the House.
	8. Ensuring good order, tidiness and maintenance of service rooms, bedroom/common room areas.
	9. To liaise with the Health Centre regarding any girls requiring treatment, including escorting pupils to medical/dental appointments where appropriate.
	10. Administer medication as required and record details in the medication log.

**Terms and Benefits**

* **Start Date:** 1September 2022, one-year fixed term contract.
* **Salary**: £24,000 pro-rata, £17,169 actual salary.
* **Holiday**: The holiday entitlement is 5 weeks per year plus public holidays (pro rata), An element is included in the salary to cover holiday pay entitlement. It is expected that holiday will be taken in school holidays.
* **Pension:** The Day Matronwill be auto enrolled into the school’s pension scheme, which includes life assurance.
* **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking:** There is free parking on site.
* **Gym and Pool:** There are staff sessions for use of these facilities.
* **School fees**: Remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet the normal entrance requirements.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Ability to work both in a team and independently
* Excellent administrative skills.
* Fluent and accurate written and spoken English.
* Good ICT Skills
 | * Experience of working in a boarding house.
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| **Personal Behaviours** |  |
| * An effective communicator with good interpersonal skills.
* A flexible and positive attitude.
* A sympathetic individual who is kind, broad- minded, patient, even-tempered and calm when under pressure.
* An energetic person with considerable stamina who is able to cope with the demands of the post.
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| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community
* Supportive of the Sacred Heart Values
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
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| **Safeguarding and Pastoral** |  |
| * Enjoys the company of teenagers, is relaxed in their company and is keen to help them.
* Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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