

JOB DESCRIPTION

Job Title	Non-resident Matron
Department	Matrons
Function	Pastoral
Reports to (Job Title)	Housemaster/Mistress (Hm)
Location	Rugby School, UK, School House

JOB PURPOSE

The Non-resident Matron role is to work with the Housemaster/Housemistress (Hm) to create a secure environment in which boarders are encouraged to flourish. In line with the School ethos, “The Whole Person the Whole Point”, a Non-resident Matron will provide a safe, calm, well-organised home for the students in their care.

KEY RESPONSIBILITIES / ACCOUNTABILITIES

The job purpose should be achieved through an understanding of the developmental stages through which teenagers progress and with an empathetic approach towards the students, balancing a friendly and often informal dialogue while maintaining a professional manner.

The main responsibility of the role is the pastoral wellbeing of students, which includes their physical, social and emotional wellbeing.

In addition, the following key responsibilities must be met:

- An understanding of and a commitment to adhere to Rugby School’s policies and procedures, in particular in relation to any concerns about safeguarding and student welfare, with a focus on an understanding of the National Minimum Standards for Boarding Schools.
- Being available to students individually, to listen to concerns and share knowledge with appropriate staff to create a holistic detailed profile of the students and to raise particular concerns as appropriate using the School’s reporting systems.
- Being available to provide support and strong guidance for new students joining the House.
- Being vigilant with regard to the wellbeing and behaviour of all students, for example assisting with supervision of meals when on duty, ensuring that the students keep the House tidy and that their uniform and clothing is in a good state of repair.
- Ensuring the electronic register is kept up to date and accurate on a daily basis.
- Strong IT skills and proficiency in Microsoft Office applications.
- Using IT based communications for both internal and external correspondence, retrieving and creating electronic records and maintaining confidentiality and secure storage of students’ personal information in line with the School’s Data Protection policy.

- Assuming overall responsibility for students' medical needs, including those unwell in House, as and when required.
- Liaising with the Sanatorium staff over the medical needs of students, including accurate recording of medical information in line with School policies, as and when required.
- Ensuring adherence to the School's Administration of Medicines policy, in line with the Medicine in Social Care document.
- Responding to medical emergencies as well as accompanying students to routine appointments.
- Assist as required with the recording and coordination of the students' travel arrangements for each holiday period.
- Attending and supporting students when they are taking part in any House or School co-curricular activity.
- Developing strong relationships with parents, exchanging information as appropriate, both verbally and electronically.
- Assisting with the hosting of visitors, including prospective parents and students.
- Developing a good working relationship with the Resident Matron. Promoting a positive team approach with a detailed handover with clear information concerning the well-being of students.
- Working in conjunction with other House staff to organise the key events in the House year, including Christmas lunch, House Play, Speech Day and any social events organised within the House.
- Achieving a sound working relationship with the School body. In particular, liaising with the estates department, the House handyperson, the cleaning department and the catering team, to ensure the smooth running of the House and its maintenance.
- Ensuring the House is always adequately staffed, using the bank matron system as appropriate.
- Attending Matrons meetings and any other meeting or training session as required by the School.
- Keeping up to date with training requirements and participating in performance reviews as required by the School.
- Undertake such other reasonable duties from time to time as the School may reasonably require.

A Matron should be a highly reflective practitioner, who strives to improve their practice, enhance their knowledge with ongoing training in boarding management, pastoral and safeguarding to benefit their students' wellbeing. They should exhibit the following attributes: enthusiasm, resilience, flexibility, approachability, kindness and a sense of humour.

The shift pattern for the Non-Resident Matron is **one** of the following and amounts to **35 hours per week**:

	AM	PM	BREAK
Monday	7:30 to 14:15		30-minute unpaid break
Tuesday		14:15 to 18:15	
Wednesday	7:30 to 14:15		30-minute unpaid break
Thursday		14:15 to 18:15	
Friday	7:30 to 18:15		1-hour unpaid break
Saturday	7:30 to 12:15		
Sunday	DAY OFF		

Or,

	AM	PM	BREAK
Monday	7:30 to 14:15		30-minute unpaid break
Tuesday		14:15 to 18:15	
Wednesday		14:15 to 18:15	
Thursday	7:30 to 18:15		1-hour unpaid break
Friday	7:30 to 14:15		30-minute unpaid break
Saturday	7:30 to 12:15		
Sunday	DAY OFF		

RELATIONSHIPS

Internal	External
Housemaster (Hm) Deputy Hm House Tutors Senior Matron Deputy Head, Pastoral Non-Resident and Resident Matrons Pastoral Assistants Visiting staff Operations Manager Students Cleaning Services Manager, Cleaning Supervisor & Cleaners Catering staff Handypersons & Estates' Department staff IT department staff	Students' Parents and Prospective Parents External maintenance contractors Delivery persons

PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	First Aid – First Aid at Work or Emergency First Aid. Full UK driving licence.	English and Maths GCSE/O Level. BSA Certificate in Boarding Practice – Pupil Welfare and	Production of the Applicant's certificates. Discussion at interview.

		Support, or willingness to undertake it. Access to own car.	Independent verification of qualifications.
Experience	Experience of working as part of a team. Previous interactions with children or young adults.	Worked with children (13-18) in an educational situation. Supervisory experience – organising and leading a team.	Contents of the application form. Interview. Professional references.
Skills	Good IT skills. Good organisational ability. Flexible approach to work. Resourceful and able to multi-task. Able to communicate well with a range of people.	Previous experience of using a computer in a work setting. Understanding of prioritising and managing tasks.	Contents of the application form. Interview. Professional references.
Knowledge	An understanding of child development.	Understanding of Rugby School and its boarding environment. Experience of leading a team. Knowledge of teenage developmental stages. Safeguarding experience/training.	Contents of the application form. Interview. Professional references.
Personal competencies and qualities	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline. Ability to remain calm under pressure. Approachable.	An appropriate sense of humour. Common sense. Calm and cheerful disposition.	Contents of the application form. Interview. Professional references.

	Enthusiastic and responsive to change. Awareness of the importance of confidentiality.		
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