



# HOLYPORT COLLEGE

## CANDIDATE INFORMATION PACK



# JOB DESCRIPTION – DEPUTY MATRON

**REPORTS TO:** The House Master  
**START DATE:** As soon as possible  
**SALARY:** £18,795 - £19,995 (pro rata) – term time plus one week  
(Actual salary £5,015 - £5,335)

## THE POST

We are looking for a well organised, practical and understanding individual who enjoys working with and getting to know young people to join the College as a Deputy Matron. The Deputy Matron will be responsible for the care and wellbeing of boys and girls within the Boarding House, including the provision of first line medical care, when the Matron is not on duty. The role of the Deputy Matron is varied. As part of the House team, the Deputy Matron is jointly responsible for the care, supervision, presentation and discipline of the pupils within the House.

## HOURS OF WORK

The Deputy Matron will work for two sessions per week, from 4pm to 10pm. The evening meal will be taken with the boarders. The Deputy Matron will be on duty with other members of the boarding house team.

The Deputy Matron may expect to be called to cover in the absence of the Matron or other member of the boarding team.

## ACCOMMODATION

This is a non-residential position.

## HOLIDAYS

Holidays are taken when the College is not in session.

## **DUTIES AND RESPONSIBILITIES**

### **General Points**

- To deputise for the Matron in their absence
- To promote the general welfare and personal development of all the boarders in the House
- To help build a strong personal relationship with each of the pupils in her/his care, to sound out the needs of each and to support other members of the House team in working continuously towards meeting those needs
- To ensure that the House is a welcoming environment for parents/carers of boarders and to communicate with them on issues surrounding their children
- To build solid relationships with the parents/carers of boarders
- To be compliant with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection
- To monitor pupils' daily routine (including punctuality, meal attendance, diets, etc.) and work with other members of staff to help pupils meet expected standards.

### **Health and Medical**

- To be responsible for the general health and wellbeing of those in the House whilst on duty
- In the case of any doubt or concern, to refer medical matters to the school medical staff
- To respond to medical emergencies as well as routine appointments, escorting pupils as needed to the surgery or hospital
- To attend any sick pupils in bed in the house ensuring appropriate meals are provided
- To ensure that appropriate pupil records are kept up to date and that they are stored securely; to liaise with school medical staff as appropriate, in order to share any health or medical concerns
- To administer any medication in accordance with the school's published Medical Care Policy
- To hold and regularly update a First Aid qualification as prescribed by the School (training will be provided).

## **Pupils and their Parents**

- To liaise with the House team in ensuring for each boarder the provision of a comfortable living environment and to ensure that all her/his requirements are met;
- To work with the House team to maintain a healthy routine of life for each boarder, and to make sure that standards of cleanliness and personal hygiene are taught and carried out;
- To work with the House team to ensure that appropriate care is given to boarders of all ages, and that the special needs of each group are met;
- To be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds, and to be aware of the changing needs of all pupils as they develop;
- To liaise with the House Master/Mistress (HM) or the Matron concerning the general health and lifestyle of the boarders, and to keep closely in touch with the HM/Matron and with the Medical Centre staff in case of individual illness if required;
- To deal with disciplinary problems in a firm but caring manner, and to consult the HM/Matron in any matter of serious concern;
- To be welcoming towards day pupils attached to the House, and to help them integrate as far as possible with the boarders;
- To support the HM/Matron in ensuring that the House is not left unattended and that boarders are always adequately supervised at all times outside the teaching day;
- To work with the relevant House team to ensure the smooth and happy transition of boarders to that House;
- To be prepared to come in early or stay late to help care for the boarders in times of emergency (very rare);
- To support the HM/Matron in ensuring all fire regulations are rigorously met and in carrying out the regular fire drills required;
- To assist the HM/Matron in ensuring that the presence of boarders is checked individually and personally at the times required;
- To report anyone missing immediately to the senior staff on duty;
- To help in the management of the order of provisions and any other/his similar orders as required by the HM/Matron;
- To help in the management of the laundry within the House;
- To help to ensure that all blazers, shoes etc. are clean;
- To help provide practical support to the HM/Matron in ensuring that uniform is in a good state of repair;
- To help assist with the planning of House activities and to participate in the programme if on duty;
- To help prepare for any birthday celebrations within the House as required by the HM/Matron;

## **Other Duties**

- To participate in professional development and the College's performance management arrangements
- At the end of every session to ensure that the house is safe and secure and left in good order for effective cleaning to take place.
- To help with the administration of pocket money for boarders according to school policy, and the purchasing of items requested by parents/guardians on their child's/ward's behalf
- To help check on the tidiness of the rooms regularly in the course of the day
- To help check on any damages and breakages that may have occurred in the House and report these to the Maintenance Department and HM/Matron
- To participate positively in the preparation and implementation of the House Development Plan
- To carry out such other related duties as may be reasonably required from time to time by the House Master/Mistress or other senior staff, subject only to the provision that such duties shall fall within the general aim of the post and the provisions of the contract

## **KNOWLEDGE AND SKILLS**

- Ability to be flexible and adapt to changing requirements and routines, also to work as part of a team
- Excellent communication skills
- Knowledge of interacting with young people and their pastoral care
- An ability to work unsupervised and use own initiative.
- First aid trained (or prepared to undertake this and other training as directed by the House Master) – nursing qualifications will be a distinct advantage
- Computer Literate with administration skills
- Ideally a car driver
- Able to demonstrate a genuine warmth and interest in the pupils in your care

# APPLICATION INFORMATION

## DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

## EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

## APPLICATIONS

Applications should be returned by e-mail to [careers@holypportcollege.org.uk](mailto:careers@holypportcollege.org.uk) and must be received by the College no later than, **Noon, Monday 25<sup>th</sup> February 2019, and Interviews will be held on Thursday, 28th February 2019.**

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

The way we manage your personal data is set out the College's Privacy Notice, available on the College website [www.holypportcollege.org.uk](http://www.holypportcollege.org.uk)

Should you wish to have an informal discussion, please contact Paul Hayes, Assistant Headmaster on 01628 640150 or [careers@holypportcollege.org.uk](mailto:careers@holypportcollege.org.uk)