

LANCASTER ROYAL GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE	MATRON
GRADE	Grade 5 Points 6 - 11
RESPONSIBLE TO	Housemaster / Mistress
RESPONSIBLE FOR	Day to day supervision of the cleaners in the houses.
HOURS OF WORK	

JOB PURPOSE:

- To assist the Housemaster with care and welfare of pupils in the boarding houses.

Key Responsibilities;

1. In conjunction with the Housemaster and other House staff, supervise the pastoral care of the pupils and domestic arrangements.
2. Supervision of general personal hygiene/welfare of the pupils, cleanliness, tidiness and storage of clothes and ensuring the pupils keep dormitories tidy at all times paying careful attention to lost possessions.
3. Organisation of the sports washing within the House and if necessary doing urgent washing in the school laundry and ensuring the naming of pupil's belongings and undertaking basic repairs to clothing and bedding where necessary.
4. The daily supervision of the cleaners in the house.
5. Be flexible and prepared to assist supervising pupils across boarding as required.
6. Issue prescribed medication and over the counter medicines.
7. Provide first aid when necessary.
8. Supervise sick boarders and accompany them to hospital as required.
9. Any other associated duties as specified by the Housemaster.
10. Additional hours may be required to be worked in a general capacity to ensure that the boarding house is ready for pupils' return and during periods when the house may be prepared and used for external lettings. You may be required to cover additional duties in the case of colleagues' illness.

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PERSON SPECIFICATION

Post title: MATRON / BOARDING PASTORAL ASSISTANT	Grade: 5		
Requirements (Based on the Job Description)	Essential (E)	Desirable (D)	Assessed via: application form (AF), Interview (I), test (T)
Qualifications:			
First aid certificate		D	AF
Driving Licence (and preferably own car)	E		AF
Food Hygiene Certificate		D	AF
Knowledge, Skills and Experience:			
Experience of using IT systems such as outlook & word	E		AF
Able to work unsupervised and on own initiative	E		I
Ability to work well as part of a team	E		I
Excellent verbal and written interpersonal skills	E		I
Ability to establish good working relationships with colleagues, parents and pupils	E		I
Experience of working in a Boarding or care environment		D	AF
Sound understanding of safeguarding & child protection, medical protocols and Health & Safety		D	I
Behaviours and Values:			
Ability to work quickly and calmly under pressure	E		I
Conscientious individual, committed and reliable	E		I
Self-motivated and enthusiastic	E		I
Empathy with the aims and values of boarding	E		I
Good sense of humour	E		I
Flexible and willing attitude to work	E		I

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.