

JOB DESCRIPTION

JOB TITLE: Matron

REPORTS TO: Senior Matron

DEPARTMENT: Operational

DATE: January 2026

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.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated every three years during your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

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 within the expectations of a Matron role.

JOB PURPOSE

The purpose of the role is to assist with and contribute to the supervision and care of the pupils with particular responsibility for the health, appearance and general wellbeing of those in the House.

To provide a safe and supportive environment for the pupils.

To ensure the pupils adhere to the College standards, policies and procedures.

PRINCIPAL ACCOUNTABILITIES:

Health and Medical

- To be responsible for the general health and well-being of the pupils within the boarding house, working in conjunction with the other house staff (HsM, tutors).

- To utilise appropriate First Aid skills to act as the first responder in the management of medical emergencies and to assist the pupils with their independent daily management of ongoing medical conditions.
- To work closely with the Medical Centre as appropriate, and escorting pupils to any routine medical, hospital or specialist appointments as needed.
- To be responsible for the safe dispensing of medication within the Boarding House, maintaining accurate timely documentation, as per Medical Centre Policy or instruction.
- As required, to occasionally support the Medical Centre with the collection of pupil's prescription medication from the local dispensary at Chapel Row Surgery.
- To attend to any pupils in the House who are kept in bed due to medical issues, including organising and delivering meals and refreshments to them in house.
- To be responsible for the well-being of any unwell pupils, making any arrangements for them to be collected by parents.
- Act as the first point of contact for any pupil enquiries within the boarding house, cascading any pressing or urgent information as required to the HsM, Medical Centre or relevant others.
- To ensure that all matron activity and interactions with pupils for medical/pastoral reasons are accurately documented on College systems in a timely manner, and any other information shared is in line with GDPR and confidentiality.
- To attend an appropriate First Aid at Work Course, and subsequent refresher courses every two-years.
- To undertake regular online OPUS training for the safe dispensing of Medication.
- To undertake an appropriate food handling training course.
- To participate in more specific training provided by the Medical Centre for education on specific health conditions (i.e. diabetes, asthma, epilepsy) and the management of controlled medication.

Pupils and their Parents

- To provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with House staff and other Staff concerning the progress and welfare of pupils.
- To be aware of the College uniform policies for pupils and to ensure that they have all the items they require and to be responsible for the good standard of clothing.
- To sensitively report any matters of pupil concerns to the HsM (pupil presentation, cleanliness, discipline issues), or other House staff as necessary.
- In consultation and direction from the HsM or Medical Centre, liaise with parents of pupils as necessary, concerning domestic, welfare and medical matters.

- To take part in the induction arrangements for new pupils joining the House to ensure that any settling-in problems are resolved.

Cleaning and Maintenance

Matrons and domestic staff are expected to work and communicate collaboratively together as integral members of the House team to ensure the smooth running of all aspects of day to day House cleaning and maintenance. Matrons will:

- inform the Domestic Team Leader/Manager in a timely manner about any cleaning/domestic staffing issues or concerns.
- report any maintenance issues to the Estates Department in a timely manner. Regular checks of the whole house should be made (at least every two weeks) to identify issues.
- at the end of the holidays (especially if the House has been used for holiday lettings), the preparation of study bedrooms, carry out a check on furnishings to ensure that all are in good order, repairs carried out and that rooms are clean and presentable.

General

- To attend all regular Matrons meetings that are organised.
- To take part in such staff review or appraisal arrangements made by the College on an annual basis.
- Undertake professional development courses/training as required to help facilitate the provision of pupil care.
- To be familiar with the College's code of practice for health and safety, and its policies and procedures specifically in relation to the safeguarding of pupils.
- To be familiar with all other school policies and procedures.
- Identify and proactively report any Medical Safety or Health and Safety incidents or near misses in line with the requirements of the Health & Safety policy.
- Be responsible for sensitively handling and managing parent complaints and reporting them to the HsM in a timely manner.
- To undertake sufficient training to be conversant with the College's IT software systems that enabling accurate and up-to-date communication and documentation.
- To carry out such other relating duties as may be required from time to time by the HsM subject only to the provision that such duties fall within the general aim of the post.

QUALIFICATIONS & EXPERIENCE:

ESSENTIAL:

- GCSE or equivalent level education
- Basic First Aid training/qualification (training will be provided)
- Mental Health First Aid training (training will be provided)
- OPUS training for safe Dispensing of Medication (training will be provided)
- Be conversant with understanding the basics of managing specific health conditions (i.e.diabetes, asthma, epilepsy, allergy management – training will be provided).
- Full UK Driving Licence

DESIRABLE:

- NVQ in Healthcare Assistant
- Experience caring for Children and Young People
- Previous knowledge of iSAMs software or willingness to learn

SKILLS:

- Good IT experience using MS Office
- Good verbal and written communication
- Good organisation skills and time keeping
- Good listening skills

PERSON SPECIFICATION:

- Able to be empathetic, caring, sensitive and patient while supporting the young person to be as independent as possible.
- To be discrete and adhere to confidentiality
- Able to work on own initiative
- Able to work under pressure and remain calm in emergencies
- Flexible and adaptable to meet operational needs
- Aware of own limitations
- Able to identify own learning needs and work towards developing new skills/knowledge
- Keen to learn and develop
- Enjoy working as part of a team, but will also be required to work alone in this role
- Pro-active and competent supervisory abilities