



# BRADFIELD COLLEGE

## Job Description

<b>Job Title: Day Matron</b>	
<b>Reports to: Senior Matron</b>	
<b>Location: Bradfield College</b>	<b>Department: Pastoral Office</b>
<b>Main Duties:</b> <b>Health and Medical</b> <ul style="list-style-type: none"><li>○ 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).</li><li>○ 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.</li><li>○ To work closely with the Medical Centre as appropriate, and escorting pupils to any routine medical, hospital or specialist appointments as needed.</li><li>○ To be responsible for the safe dispensing of medication within the Boarding House, maintaining accurate timely documentation, as per Medical Centre Policy or instruction.</li><li>○ As required, to occasionally support the Medical Centre with the collection of pupil's prescription medication from the local dispensary at Chapel Row Surgery.</li><li>○ 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.</li><li>○ To be responsible for the well-being of any unwell pupils, making any arrangements for them to be collected by parents.</li><li>○ 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.</li><li>○ 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.</li><li>○ To attend an appropriate First Aid at Work Course, and subsequent refresher courses every two-years.</li><li>○ To undertake regular online OPUS training for the safe dispensing of Medication.</li><li>○ To undertake an appropriate food handling training course.</li><li>○ 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.</li></ul>	

### **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 and experience required for this role**

#### **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

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.*