



Job Description

'On Call' Matron

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed as part of the Appraisal Process.

Working Hours: 7.30pm to 7.30am Monday to Sunday, 7.30am – 7.30pm Saturday and Sunday when 'On Call', term time only

Responsible to: The Foundation Bursar through the Haberdashers' Monmouth Schools Senior Nurse Louse Goodwin

Summary of the Role:

The On Call Matron is responsible for the continued care of pupils who are unwell through illness, injury or isolation who require support and supervision during the night and at weekends. The On Call Matron is required to provide home from home care, support and kindness to pupils who need one to one care or supervision that is not possible within their boarding house. To fulfil this role the post-holder must live within 15 minutes' drive of the Haberdashers' Monmouth Schools' Medical Centre, have use of their own transport and hold a clean driving licence.

Main Duties and responsibilities

1. Collect the pupil(s) requiring care from their boarding house
2. To transport and accompany pupils(s) requiring A&E or out of hours GP assessment following injury or illness
3. Make the pupil(s) comfortable in the student accommodation provided in the Haberdashers' Monmouth Schools' Medical Centre
4. Observe and provide reassurance whilst the pupil(s) is/are awake
5. Provide and administer simple medication as required, guidance is available
6. Record simple temperature observations on charts provided
7. Record simple neurological observations on charts provided
8. Record all care given to pupil(s) whilst you are on duty
9. Be available through the night to the pupil(s) in your care
10. Hand over care at 07:30 to the HCA/On Call Matron on duty

Additional responsibilities

1. Support and contribute to the school's responsibility for safeguarding pupils
2. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils
3. Work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective
4. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
5. Engage actively in the performance review process
6. Adhere to policies as set out in the Staff Handbook

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification

'On Call' Matron

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none">• Minimum Maths & English at GCSE, Grade C or equivalent• Clean driving licence and access to insured vehicle	
Experience	
	<ul style="list-style-type: none">• Previous work with Young People
Skills	
<ul style="list-style-type: none">• Good interpersonal skills• Excellent communication skills• Ability to work independently and as part of a team• Ability to deal with complaints in a calm and sensitive manner in person and over the telephone	
Personal Attributes	
<ul style="list-style-type: none">• Reliable• Presentable	
Other Factors	
<ul style="list-style-type: none">• Flexible approach	