



## Boarding Assistant/Matron

**Responsible to:** Houseparent/Housemaster and Director of Boarding on pastoral matters. The Bursar is responsible for employment matters and thus is their ultimate line manager.

**This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they currently exist, however is not intended as a wholly comprehensive schedule.**

### Summary of the role

The Boarding Assistant/Matron is an important pastoral figure in the care of the boys/girls. Specifically, the duties include:

- Assisting the Houseparent/Housemaster as a member of the House Team (Houseparent, Assistant Houseparent/Resident Tutor, Tutors and Boarding Assistants/Matrons) in providing general pastoral care of boys/girls in the House and a homely environment for the boys/girls.
- Communicating with the Houseparent/Housemaster on pastoral issues; Boarding Assistants/Matrons should check their emails and the house email account every day they are on duty to facilitate this. Boarding Assistants/Matrons should also read and update the Duty Book and record and pass on phone messages for the Houseparent. On arrival each day, the Boarding Assistant/Matron should read the Duty and Treatment/Medical Books.
- Assisting the Houseparent in liaising with parents and or guardians of boys/girls in the House.
- Overseeing laundry arrangements in conjunction with the Housekeeping Manager.
  - Dirty laundry to be sorted ready for collection.
  - Distribute clean laundry.
  - Clean laundry to be checked for repairs and put away in linen room.
  - Ensure the cleanliness of the linen rooms, laundry bins and surrounding areas.
- Giving medication to boys/girls, where necessary, and keeping records of this in conjunction with other members of the House Team.
- Liaising with the School Nurses about boys'/girls' medical conditions.
- Taking/escorting pupils to dental & medical appointments, may include driving.
- Assisting with tours of the House as required.
- Attending relevant sessions of school INSET days, as required by the Director of Boarding, keeping First Aid training up to date, and attending outside training on pastoral issues from time to time (e.g. BSA Matrons' conference in the summer holidays), with a view to updating professional skills and knowledge of current issues in boarding schools.
- Attending regular meetings of the House Team where possible to discuss pastoral and housekeeping matters pertaining to the House and individual boys/girls.
- Attending meetings of the Boarding Assistants/Matrons' group with the School Counsellor to discuss pastoral matters and termly Boarding Assistants/Matrons' meetings with the Senior Deputy Head Pastoral and Director of Boarding.
- Standing in for the House staff in their absence.

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

## Person Specification

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications/Skills</b>	
<ul style="list-style-type: none"> <li>• Hold a full clean driving licence</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Be positive and caring and exercise plenty of common sense.</li> <li>• Genuinely care for the boys/girls in a parental type of role, giving them the necessary boundaries so they will develop into responsible, well-mannered young men/women.</li> <li>• Be consistent and not show favouritism.</li> <li>• Liaise closely with the Houseparent/ Housemaster and not keep secrets from them.</li> <li>• Understand principles of confidentiality and how to deal with information that a boy/girl may want to reveal in confidence.</li> <li>• Have an awareness of basic principles of Child Protection and liaise with the Senior Deputy Head/Director of Boarding over Child Protection issues or concerns.</li> <li>• Be able to escort the boys/girls to the hospital/ doctor's surgery/physiotherapy/dentist etc.</li> <li>• Take an interest in the boys'/girls' lives and frequently chat to them about their work, extra-curricular activities, interests and social lives.</li> </ul>	