



LUDGROVE JOB DESCRIPTION

Job Description:	Resident School Matron
Responsible to:	Head Matron, and ultimately the Headmaster and Head of Boarding
Responsible for:	Allocated Boarders
Working with:	Team of matrons, School Nurse, Seamstress
Aim of post:	To assist with and contribute to the supervision and care of all the boarders, with particular responsibility for the health, personal hygiene, clothing and general well being of their allocated boys.

Pastoral Care

- To prioritise the safeguarding, welfare, health and safety and safety of boys above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as school policies.
- To develop supportive, caring and effective relationships with the boys, leading by example, always aware of the duty of care "in loco parentis".
- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed and where there are any concerns refer to more senior staff or the school nurse fulfilling the requirements of the school's policy on child protection.
- To encourage appropriate standards of behaviour and consideration for others by the boys, developing the boys empathy and tolerance and to offer such support, as appropriate.
- To ensure that boys are eating properly and receiving adequate nutrition.
- To promote a quiet and orderly atmosphere in the boarding areas in the evenings.
- To discipline the boys as per our policy and as agreed by the Headmaster / Head of Boarding when necessary to ensure that the boys learn consideration for others and have adequate rest.
- To help boys concerning any emotional, academic, social or behavioural problems they may have; if appropriate to refer to Head Matron, the school nurse or Boarding Houseparents and to fulfill the requirements of the school's policy on child protection.
- To promote a happy and successful community of boarders by taking an active interest in the boys.
- To be available (when on duty) during the night if needed by boarders.

Medical

- To liaise with the school nurse to ensure that boys medical requirements are properly catered for; to encourage pupils to adopt a healthy life style assisting with giving medication where necessary.
- When on duty, to be a First Aider and to have appropriate qualifications and training.
- To accompany boys to medical appointments as required by the School Nurse.
- To implement a good personal hygiene routine for the boys as appropriate, including showers, baths, hair washing, nail cutting, and nit checks.

Domestic

- To ensure that boys clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the boarding accommodation with respect.
- To ensure all boys belongings are clearly named / numbered.
- To maintain standards of tidiness, cleanliness and good housekeeping in the dormitories and across the boarding house (supported by housekeeping staff).



- To promote a reasonable standard of tidiness and cleanliness among the boarders including the wearing of correct school uniform.
- To work closely with the Seamstress to ensure boys uniform is kept in good repair.
- To report to maintenance areas in need of minor or major repair in boarding areas.
- To ensure that boarding areas are clear at the end of term so that cleaning staff have access.
- To help the boys pack and unpack their trunks at the beginning / end of term; including lifting and moving suitcases/trunks (up to 20kg).
- To work with the in house laundry staff including sorting and bagging laundry, lifting and carrying laundry bags (clean and dirty), up to 20kg. To ensure that games kit and swimming towels are washed regularly.
- To help prepare clean kit for matches, and to wash kit after matches.

Administration

- To take accurate messages by phone and email and to be confident in contacting parents.
- To take an active role in fire evacuation procedures.
- To take part in the schools staff appraisal system annually.

Other

- To wake allocated boarders, and ensure that they are clean and well presented before breakfast and to supervise the boys tidying dormitories and making their beds before breakfast.
- To supervise breakfast and certain lunchtime meals when on duty.
- To ensure the changing room downstairs is tidy after breakfast.
- To tidy dormitories daily and check for wet beds and/or pajamas.
- To serve fruit at fruit break, serve 'little tea' mid-afternoon and assist with serving school tea when required.
- To close the curtains in the boarding accommodation before dusk.
- To use personal hand-over conversations to pass on essential information and ensure continuity when going off duty.
- To enrich the boys timetable with assistance in an area of choice within the school (Sport, art, music, activities, language, Learning Support etc.)
- To be on duty in the Boarding area from 5.00 p.m. on the first night of term and on the return from half term and Exeat weekends.
- To attend school events such as assemblies, concerts and plays in addition to staff meetings.

As well as those duties outlined above, you are expected to perform any other tasks reasonably assigned. This job description will be subject to review/amendment during the appraisal procedure by agreement between both parties in accordance with established practice.

Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.



LUDGROVE PERSON SPECIFICATION

Resident School Matron

Essential	Desirable
Experience working with children or young people.	Previous experience in a boarding school or residential setting.
Commitment to safeguarding and promoting the welfare of children.	First Aid qualification.
Strong communication and interpersonal skills.	Safeguarding training.
Ability to build positive, professional relationships with pupils.	Experience supporting children's health, wellbeing and personal care.
Caring, patient and approachable nature.	Experience liaising with parents and external professionals.
Ability to work effectively as part of a team.	Ability to support co-curricular activities such as sport, music, art, drama or learning support.
Good organisational skills and attention to detail.	Understanding of child development and pastoral care in an educational environment.
Ability to maintain confidentiality and professional boundaries.	
Ability to promote high standards of behaviour, hygiene and presentation.	
Basic IT and administrative skills.	
Resilient, flexible and calm under pressure.	
First Aid qualification or willingness to undertake training.	
Willingness to contribute fully to boarding and school life.	
Ability to undertake the physical requirements of the role, including lifting and carrying items up to 20kg.	
Ability to work evenings, overnight duties and weekends as required.	