JOB DESCRIPTION

Job Title: Evening Matron

Responsible to: Deputy Head Pastoral, Nurse and Matron team

Close working relationships with: Team of Matrons, School Nurses and Boarding House Parents

Aim of post: To assist with and contribute to the supervision and care of all the boarders, with particular responsibility for the health and personal hygiene of the boys.

Ludgrove is a thriving fortnightly boarding school for boys age 8 to 13, which sits in 130 acres of spectacular grounds and it is a magical place to spend five years of childhood.

Main duties

- To assist the matrons with the bathroom routine including:
- Helping with hair washing
- General supervision in the bathrooms
- Checking the boys off as they leave the bathrooms
- Tidying the bathrooms once all boys have been through
- Occasional supervision of Year 4 prior to their bedtime, assisting the House Parents.

Additional duties

- All duties must be carried out to comply with The Health and Safety at Work Act.
- To be aware and have a sound understanding of the schools Safeguarding and Child Protection Policy, reporting any issues through the appropriate channels.
- To maintain a helpful and friendly manner.
- To be flexible to the needs of Ludgrove and amend in certain circumstances, the hours of work.

Hour of work are 6.30pm – 8.30pm various evenings term time only.

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 expect all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.

PERSON SPECIFICATION

Evening Matron

Category	Essential	Desirable
Experience	Experience of working with children or young people.	Experience in a boarding school, childcare, healthcare, pastoral or residential setting.
Skills & Abilities	Good communication and interpersonal skills. Ability to supervise children safely and responsibly. Ability to work effectively as part of a team.	First Aid qualification.
Knowledge & Understanding	Understanding of safeguarding and child welfare responsibilities. Understanding of the importance of health, hygiene and wellbeing for children.	Safeguarding training. Understanding of independent school or boarding environments.
Personal Qualities	Friendly, caring and approachable manner. Reliable, punctual and trustworthy. Patient and calm approach to working with children.	Experience of supporting children aged 8–13.
Other Requirements	Willingness to follow school policies and procedures. Flexibility to meet the needs of the school. Commitment to promoting the wellbeing and personal care of pupils.	