



HORRIS HILL SCHOOL

Matron (Residential) Job Description

The job of the Matron is to assist in the delivery of outstanding pastoral care for all pupils at Horris Hill School, with a particular focus on our Boarding community. In order to do this, the named person is expected to carry out the following tasks. Whilst this list acts a guide, it is not an exhaustive list, and the named person should be committed to providing outstanding care and attention to the pupils and act as a support to the pastoral staff team.

Tasks

- To ensure that all pupils at Horris Hill have the correct uniform, taking responsibility for the Boarder's uniforms; ensuring they have all the equipment they need, and this is named and maintained. All uniform should be smart and in good state of repair.
- To be responsible for the organisation and distribution of the sports kit uniform system for all pupils. This includes ordering, laundering, maintenance and organisation.
- To have overall responsibility of the laundry system for the school, with the support of the domestic and GAP teams.
- To undertake evening duties and assist the Houseparents in the effective running of the Boarding Houses, including set up at the start of term and closing at the end of term, ensuring that the fabric of the House is in good repair and liaising with the maintenance/cleaning teams as required.
- To contribute to ensuring compliance of the Boarding Houses and an understanding of the National Minimum Standards for Boarding are essential.
- To provide a warm, entertaining and rich environment for the children to reside in, taking an active role in their Boarding experience.
- To assist in ensuring the fabric of the Houses are in good condition and there is a homely atmosphere, including ensuring spaces create a sense of belonging for the pupils and their individuality is encouraged.
- To liaise with parents of Boarders as necessary, concerning domestic, welfare and medical matters, in consultation with the Houseparent.
- To assist the Houseparents in ensuring an outstanding level of pastoral care is delivered to the students, for example coordinating birthday cakes for the Boarders or assisting with House administrative tasks.
- To have responsibility for the changing rooms and oversee the preparation of the changing rooms at the beginning/end of terms.
- To run the school uniform shop.
- To be a core part of the on-call rota for unwell Boarders.
- To assist in the communication between the school nurse and the Boarding House as necessary.

- To provide a sympathetic presence in House and be sensitive to those who are having difficulties coping with school life; working closely with the Houseparents to ensure the welfare of the child.
- To work closely with the Houseparents and Head of Boarding and Pastoral Care to recognise, support and assist any students who may benefit from additional pastoral care.
- To attend the weekly Boarding team meeting.
- To reside on site and take an active part in the life of the school during term time, working 10 days at start of Autumn term prior to INSET, 2 days prior to INSETs in Spring and Summer term, 1 day at the end of Autumn and Spring terms, 2 days at the end of Summer term.
- To enrich the daily running of the wider school life (for example being an active part of the activities programme) and particularly in reference to supporting Boarders in matches, concerts and productions.
- To supervise GAP student support.
- To attend parent facing events and Open Days as required.
- To act as an ambassador for the school and its' Boarding provision.

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies.

You should provide details of two referees, one must be your current or most recent employer. References will be taken prior to interview unless otherwise requested.

If you require any further information please don't hesitate to contact office@horrishill.com

Please submit applications to p.bright@horrishill.com. Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.