



SENIOR SCHOOL [13-18]

BOARDING HOUSE PASTORAL ASSISTANT “DAY MATRON”

The Role

The Day Matron is directly responsible to the Houseparents (Housemasters/Housemistresses) for the general welfare of the pupils within the House including providing pastoral, medical and domestic support.

The College and The Prep

Cheltenham College is a top independent co-educational boarding school with a strong reputation locally and nationally. The campus is located near the heart of Cheltenham and consists of two inter-dependent fee-paying schools within a single executive structure.

[College \(13-18\)](#), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school with 740 pupils, including a Sixth Form of approximately 280 pupils. [The Prep School \(3-13\)](#) is largely a day school with 420 pupils.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

Person Specification:

- Aptitude for dealing with young people in a close environment.
- Empathy and understanding.
- Ability to work independently whilst being an effective team player.
- Organised and attentive to detail.
- Ability to communicate with parents, pupils and other members of the team.
- Excellent interpersonal skills.
- Team player with a flexible and willing attitude.
- Good IT skills
- Sense of humour

Job Description:

Pastoral:

- Be responsible for and promote the general health and well-being of the pupils
- Safeguard and promote the welfare of pupils in accordance with College safeguarding policies.
- Carry out registration in the absence of the Housemaster/Housemistress and to check and follow up absences in consultation with the Housemaster/Housemistress
- Provide adult supervision in the House during the day and to ensure the smooth running of the day
- Respond to parental enquiries in connection with routine House matters
- Liaise with parents and the appropriate College staff concerning domestic, welfare and medical matters in consultation with the Housemaster/Housemistress
- Contribute to the maintenance of College standards in uniform and be responsible for the care, supervision, cleanliness and presentation of pupils in conjunction with the Housemaster/Housemistress
- Contribute to induction arrangements for new pupils joining the House and resolve any settling-in problems
- Maintain clear and accurate records of any pastoral issues and relay to the Housemaster/Housemistress

Medical:

- Refer medical matters to College Health Centre, doctors' surgery or hospital as required and liaise closely with the Health Centre to share any health concerns.
- Administer medications in accordance with Health Centre policies or as prescribed by the doctor.
- Respond to and manage medical emergencies as well as routine appointments, escorting pupils if necessary.
- Attend First Aid training as provided by College or other designated organisation.
- Take care of sick pupils unable to attend normal lessons.
- Ensure supplies of medical items are maintained in a safe and secure manner in accordance with protocol from the Health Centre.
- Weekly stock checks of medicines and top up where necessary from the Health Centre.

Domestic:

- Carry out daily checks of rooms and bedding at the direction and discretion of the Housemaster/Housemistress to ensure that rooms are tidy and that dirty washing is put in the laundry.
- Carry out checks of all bedding, furniture, fixtures and fittings at the end of each term and advise on replacement of these items as required.
- Be available for periods prior to and at the end of term to supervise the preparation and clearing up of the House.
- Overseeing presentation of rooms in the House.
- Maintain the security of the premises and pupils and to report any such security issues.
- Carry out H&S and house checks as designated by the Housemaster/Housemistress comply with College H&S policies at all times.
- Fire marshaling duties as required.
- Liaise with the 'House Maintenance Staff' over day-to-day issues of maintenance.

General:

- Meet with Houseparent/Housemaster/Housemistress on a daily basis to ensure smooth running of the House and liaise with domestic staff attached to the house.
- Conduct House tours in the absence of the Housemaster/Housemistress.
- Liaise with the Facilities Manager in connection with routine maintenance.
- Maintain accurate and up to date pupil records.
- Provide cover for other Matrons if required.
- Assist with preparation for and attending House functions.
- Be available for training sessions both during term-time and at the start and end of each term as required.
- Attend the INSET at the start of every term.
- Carry out other duties as deemed appropriate by the Housemaster/Housemistress or the Headmaster subject only to the provision that these duties shall fall within the general aim of the post.
- Respect information that you will have access to, which may be confidential to pupils, parents and staff.

Terms and Conditions

- Salary in accordance with the College salary scale for Matrons
- Hours of work: as required for the Boarding House
- Term time only
- School lunch available during term time.
- Members of staff can use the College sports' facilities (at staff allocated times).
- Pension scheme available after satisfactory completion of probationary period.
- Subsidised health scheme membership (Benenden)
- Staff discounts at local businesses and retailers

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