Elstree School

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Candidate brief for the position of

Matron

Elstree School







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Thank you for your interest in our Day Matron role at Elstree Preparatory School. We hope the following information is useful for you.

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 3-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers full, weekly and flexi boarding from Year 4 onwards.

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.





School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

Boarding

We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, scalectrix and board games to judo and touch rugby and many more.





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Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.





Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





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The Role

Job Title: Matron

Reports to: The Head of Boarding

Working hours: 37 weeks per year, 40 hours per week. To include some early (7am starts) and some late shifts (8.45pm finish) as well as some Saturday mornings and afternoon match cover during term time (only). Breaks during the shift are fitted around duty commitments at the discretion of the Head of Boarding.

Job Summary

To have sympathy with, and give support to, the educational aims, values and ethos of the School. To assist with and contribute to the supervision and care of full, weekly, flexi and day pupils, with particular responsibility for the health, dress and general wellbeing of the boarders.

Duties and Responsibilities

Welfare of the pupils

- To ensure the pupils' safety and to promote all aspects of their pastoral, social, spiritual and behavioural wellbeing and always to have the best interests of the pupils at heart
- To ensure that the Designated Safeguarding Lead and any other appropriate authorities are informed of concerns in a manner which affords the pupil dignity and privacy
- In conjunction with the Head of Boarding, ensure verbal and written correspondence from parents and guardians is responded to in a professional and timely manner
- To consider the cultural differences of pupils at all times
- To provide a sympathetic presence across the landings and in the Surgery and to be sensitive to those who are having difficulties coping with school life to liaise closely with other relevant staff concerning the progress and welfare of pupils

Health, safety and medical

- To refer medical matters to the Surgery and Head of Boarding
- In conjunction with the Surgery, to be responsible for the well-being of any day pupils who are unwell, making arrangements for them to be collected by parents / guardians if necessary
- To be a trained first aider, or willing to undertake first aid training
- In liaison with the Head of Boarding, assist with fire practices in accordance with the School's policies and maintain a record of fire practices.
- Ensure the safety of pupils and house staff by maintaining accurate records, dealing appropriately with hazards and reporting any concerns promptly
- Administer first aid and medicines, keeping appropriate records in accordance with school policies and Sister's advice
- Liaise and work with the Surgery, referring pupils to Sister when specific medical care is required and caring for pupils when they are unwell and the Head of Boarding is informed of their absence from lessons and other activities
- To respond appropriately to medical emergencies
- To escort pupils to medical, dental or other appointments as necessary
- To ensure that appropriate pupil records are kept up to date and that they are stored securely in accordance with the school's procedure on confidentiality; to liaise with Sister as appropriate, in order to share any health or medical concerns
- Assisting the surgery with the general day to day care of pupils which may include assisting with testing programmes (e.g. Covid testing), personal hygiene talks, supporting pupils with health and welfare education programmes

Hygiene and Dress

- To be responsible (with the Head of Boarding) for the care supervision, cleanliness and presentation of pupils who are boarding, co-ordinating and liaising with other House staff as necessary
- To ensure that basic standards of health and hygiene are upheld by boarding pupils which may include clipping nails, dental hygiene, checking for headlice
- To be aware of the school dress code and clothing requirements of pupils, and to ensure that boarders have all the items they require
- To be responsible for the good standard of clothing of boarding pupils, arranging for clothing to be sent to and returned from the laundry; arranging for/carrying out appropriate repair of clothing when necessary and that items are named in accordance with school guidelines
- Ensure that boarding children are prepared for school visits and interviews, making sure they are dressed appropriately in the correct uniform paying close attention to details for example polished shoes, clean pressed shirt, blazer and tie
- Assist the boarders with packing for end of term and exeats, making sure all packed clothes are clean and the children will leave Elstree presentable and clean and ensuring that any agreed storage arrangements for pupils' belongings have been completed as necessary

Laundry

- Assisting with pupils laundry, bedding, towels and personal items, bed stripping and making.
- Review linens used in the Boarding House at the end of each term
- Supervise, support and assist with the laundry routines, be aware of pinch points in the weekly calendar such as matches, interviews etc
- Supervision of the laundry process from main laundry, Sanderson's Laundry room, linen cupboard/boot room/drying room/spares cupboard and second-hand uniform/new uniform shop

Parents and families

- To use every opportunity to cultivate, contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know
- Ensure a positive welcoming relationship with boarder families

Match days

- To ensure that the correct match day kits are put out for each child competing in advance of the match
- To ensure that match teas are supplied for children with dietary/medical requirements who are travelling to fixtures
- To ensure the correct medications are given to staff accompanying the players
- To act as a link between parents, pupils and teaching staff (to include the school medical team etc), and to be one of the parents' initial point of contact
- Act as pitch side responder for matches as required

Daily routines and supervision of pupils

- To maximise pupils' personal safety and security and the security of their possessions
- Inform the Head of Boarding of pupil breaches of discipline or good conduct and maintain records of these, issue dorm stars/dorm Boarding Management System (BMS) notes as appropriate.
- Helping pupils with personal administration – organisation of dormitories, tidiness of common rooms and communal spaces
- Monitoring communal areas of the House during the day
- Overseeing breakfast with the boarders as part of a rota with the other boarding staff and eating lunch and supper with the children as required by the Head of Boarding
- To be readily accessible to pupils at all reasonable times
- To ensure that daily routines are adhered to
- Checking for lost property, storing and disposal in line with school policy

- Wherever possible to support pupils performing in concerts, plays, matches etc.
- To contribute to the induction arrangements for new boarding pupils; to ensure that any 'settling in' problems are resolved.

House Management Responsibilities

- In conjunction with the Head of Boarding, support with the smooth running of the boarding provision, particularly during the evening, and to keep them fully informed on all significant matters, noting where appropriate in the Matron's diary.
- Take a full part in the daily supervision of the boarding provision, in particular during break time, rest and lunchtime.
- To be an adult presence before school (at times to be agreed with the Head of House) and during the school day and activity time each weekday, assist with the supervision of pupils during the school day and assist with lunch supervision in the Dining Room
- Liaise with the Bursary, Cleaning and Maintenance teams at the start/end of terms to ensure smooth transition to/from any external let and undertake full maintenance checks by:
    - At the end of each term assist with the clearing up of the house in preparation for the holiday (liaising with the Bursar);
    - Check on all furniture, fixtures and fittings, furnishings and decoration and prepare a list of defects for submission to the Head of Boarding and the Bursar
    - At the end of each holiday, to ensure that agreed maintenance has been completed and that the dorms are ready for return of the pupils, communicating with the Head of Boarding appropriately
- Supervise the sales of second-hand uniform and collating credit/debits and liaise with the Bursary
- Assisting with "soft furnishings" etc. – house décor, posters, picture frames, notice boards etc to keep the common rooms bright and colourful
- Supervise the Gap students when they are supporting the boarding provision

General House Administration

- To attend regular House meetings with the Head of Boarding and any additional meetings as required
- To act as the co-ordinator of information coming into the dormitories – in particular to check regularly email, mobile and voicemail and to pass on messages as required to the Head of Boarding and other members of the House team or other appropriate staff.
- To support with any other administrative tasks that the Head of Boarding delegates
- Buying general household items such as sewing equipment, shoelaces, polish, name tapes
- Use iSAMS, BMS software to record and update pupil records and information

Regulations, Safeguarding and Compliance

- Under the direction of the Head of Boarding, work to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the house
- To have an understanding of the implications of the National Minimum Boarding Standards and ISI inspection framework for welfare and pastoral care in the House
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Code of Conduct
- To take part in whole school INSET and other appropriate training as required
- To support the School's disciplinary policy and foster an acceptance of the code of

- conduct of the across the landings and school; to inform the Head of Boarding in any case of severe bullying, substance misuse or sexual conduct and maintain records of such events
- Working with the House team to be aware of and pupils with mental health issues
- To ensure that appropriate pupil records are kept up to date and that they are stored securely in accordance with the School's procedure on confidentiality; to liaise with school medical staff and School Counsellor as appropriate, in order to share any health or medical concerns
- To help implement current pastoral care programmes where needed

Co-curricular Activities

- Assist with, and be a presence at, whole school events, such as Open Mornings, Sports Day, Fireworks, Gift Fair, Christmas lunches etc

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.
This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. They will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Elstree's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and they will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.

The Person

Education and Qualifications	Essential	Desirable
Good general level of education		✓
Commitment to personal/professional development	✓	
First Aid Qualification		✓
Own clean Driving Licence		✓

Experience	Essential	Desirable
Knowledge and experience of providing first aid and caring for children		✓
Experience of working in a school environment		✓
PC Literate	✓	

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Knowledge and Understanding	Essential	Desirable
Have an understanding of children and the needs of children		✓

Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Good communication skills	✓	
Excellent role model for staff and students	✓	

Personal Qualities	Essential	Desirable
Enthusiastic and committed	✓	
A flexible approach to team work with a 'can do' attitude	✓	
Open-mindedness	✓	
A forward-thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	
Have an understanding of life in boarding schools		✓
Willingness to take on other roles and responsibilities within the department	✓	
Understanding of the needs of children	✓	

Holiday
Your holiday year will be in accordance with the published dates for the School Year. You are entitled to 5.6 weeks paid holiday per year. Bank and Public holidays which occur when the school is operating are taken as normally paid days off by those not required to work. You will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Head of Boarding. Holidays must not be taken during term time.

Probationary period: 6 months

Salary
According to experience, to be discussed at interview.

Start date
We are looking for someone who is able to start with us as soon as possible.

How to Apply
If you are interested in applying for this post, please contact Rachel Pither who will send you all the required forms for the application. Please ensure these are returned to the School by Midday 5th May. You may wish to submit your curriculum vitae but this will not be accepted in place of a completed application form. Your application may be submitted by email to rpither@elstreeschool.org.uk or by post to the following address:-

Rachel Pither, Elstree School, Woolhampton, Reading, RG7 5TD

Short-listed candidates will be asked to attend an interview at the School. If you have any questions please do not hesitate to contact us.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.