



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: House Matron
Department: Matrons
Report to: House Parent(s)
Date: March 2022

ROLE

To be responsible for the smooth running of the boarding house to include cleaning, laundry, break time preparations and pastoral care. You may be required to work in any of the School's Houses as the School may determine from time to time.

SUMMARY OF DUTIES

- Organise the collection of provisions from the kitchen and preparing for break time.
- Organise and administer House laundry including collection and distribution of School laundry items.
- To be responsible for the tidiness and cleanliness of the house, including during holiday periods in preparation for the new term.
- To supervise the cleaning staff, assisting where necessary to overcome any emergency of short periods of sickness; discussing any problems that you cannot resolve with the House Parent(s).
- Ordering cleaning supplies from the Head Porter.
- Transporting boarders to appointments.
- Purchase of provisions, e.g. fruit and tuck shop items, including claiming for reimbursement from House funds.
- To ensure a satisfactory standard of cleanliness of pupils' clothing, bed linen etc, and to carry out any minor sewing, mending and repair of their clothing. Labelling of clothing when necessary.
- Taking registers each morning, as required by House Parent(s).
- To care for the general welfare of all pupils, incorporating a check that all pupils have registered and left the house for classes. In the event of sickness ensure that the House Parent(s) and School Nurse are informed and conform with any internal house arrangements in the event of sickness, that the House parent(s) may implement.
- If required, report absentees to main office, following up with phone calls to parents if necessary and updating the main office.

- To help to make pupils feel at home within the house and contribute to their pastoral care, offering the tolerance and understanding needed by House staff acting "in loco parentis".
 - To communicate concerns to House Parent(s) and bursary. To maintain the utmost discretion and confidentiality in all dealings with pupils, parents and other staff.
 - Collection of post from main office and bursary, sorting and distribution of post to House.
 - Administer drugs and minor first aid.
 - To deal with other minor problems in the absence of House Parent(s), keeping them informed at the earliest opportunity.
 - To observe general wear and tear within the House and any repairs or maintenance that are needed, reporting these matters to the Maintenance Manager and where necessary, to the House Parent(s).
 - To act as Fire Warden for the House, carrying out safety checks and reporting any problems to the House Parent(s) and Maintenance Manager.
 - Organise and co-ordinate furniture adjustments for the start of the academic year.
 - Comply with all Health & Safety procedures.
 - Undergo any training as required.
 - Any other duties as reasonably directed by House Parent(s).
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Whilst no formal qualifications are required, a keen eye for detail and a strong commitment to maintaining our high standard of hygiene and cleanliness is expected.
- Good time keeping and reliability.
- The ability to work alone as well as part of a team.
- Previous experience of working with children aged 11-18.
- Basic IT skills.
- Good sense of humour.

Desirable

- Previous supervisory experience would be an advantage but not essential
 - Driving License
 - Basic food hygiene qualification
 - First Aid qualification
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___