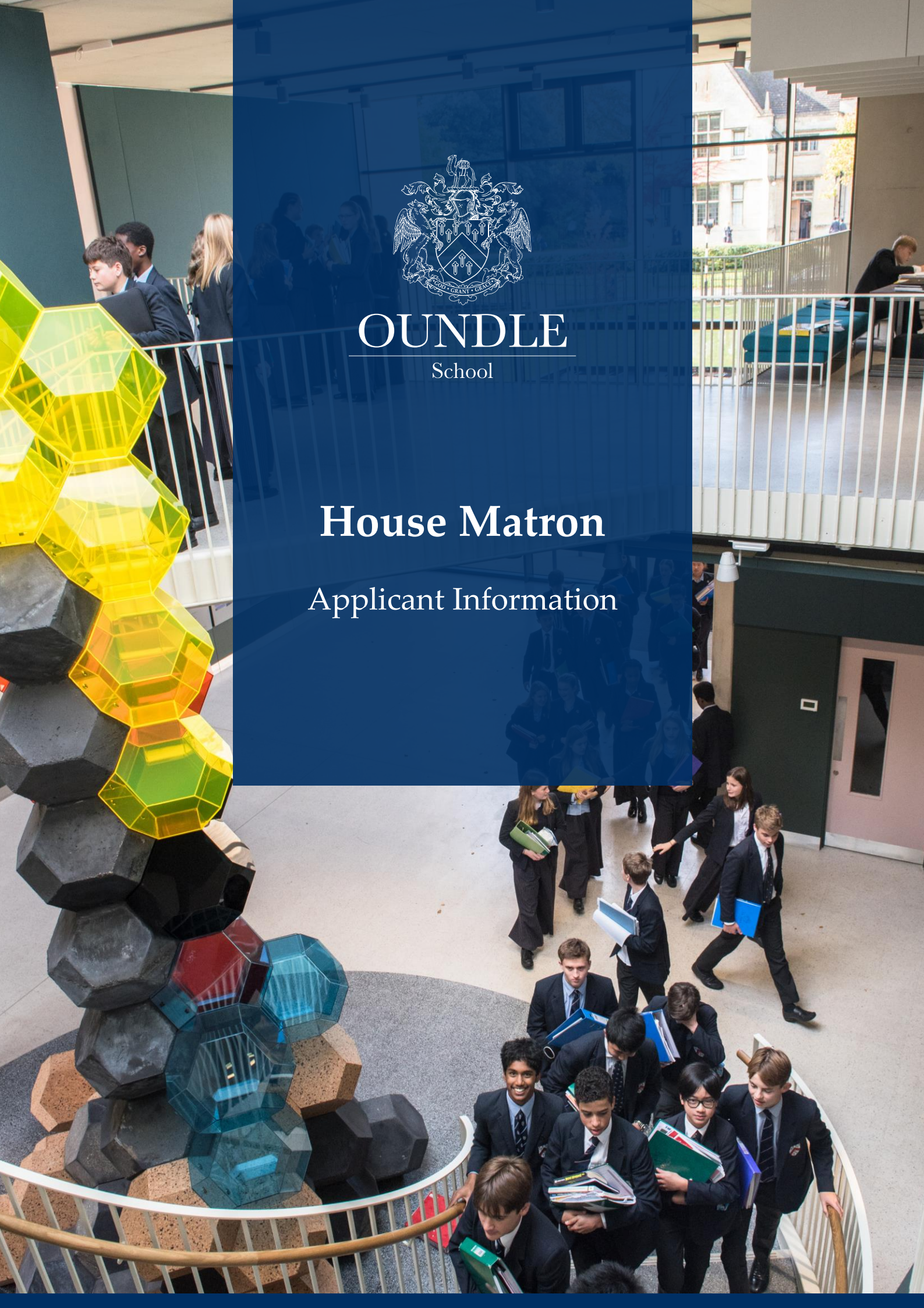




OUNDLE
School

House Matron

Applicant Information



Oundle School

The Corporation of Oundle School

The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking

distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual.

See also the Employment Information section.

House Matron

Responsibilities and Organisation Structure

Working under the direction of the Housemaster/Mistress (Hsm), the purpose of the role is to supervise and provide care for the pupils, with particular responsibilities for the physical, social and emotional wellbeing and presentation of the pupils in the House. This is the primary function of the role. The role also involves liaising with the Domestic Team Leader in regards to the day to day running of the house, ensuring its cleanliness, tidiness, comfort, health and safety. Matrons are residential during Term time.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks. During periods of peak activity, activities may necessarily be re-allocated based on School priorities.

Department:	Support Staff
Department/Team:	Pastoral
Responsible to:	Housemaster/mistress
Responsible for (staff):	None

Key Responsibilities

Pastoral and Medical Care

- Support the Hsm in the day to day running of the House alongside the Deputy Hsm.
- Take responsibility for the care and wellbeing of pupils at all times and to provide a friendly, open environment for pupils to seek help, dealing sensitively with information and recognising confidentiality whilst having regard for the Children's Act and in line with the School's Safeguarding policy and procedure.
- Follow Matron's procedures and working practices outlined in the Matrons' handbook.
- Conduct daily surgeries in the House, organising and accompanying pupils to medical appointments when needed.
- Provide appropriate care and supervision of unwell pupils within the House, either in their own beds or in sick bay.
- Take responsibility for the acquisition, appropriate and secure storage, and the administering of prescription and non-prescription drugs to pupils according to School protocols.
- Responsible for maintaining accurate medical records of pupils, collection of prescriptions and attendance at medical appointments.
- Report absence of pupils via the School intranet.
- Act as first aider in the event of a medical emergency in the House, liaising with the School's Health Centre medical staff and external organisations i.e. hospitals and emergency services.
- Liaise with parents/guardians/staff/medical staff in respect of the wellbeing of the pupils.

- Responsible for the smart appearance of the pupils.
- Assist the Hsms and Deputy Hsm in preparing for and attending Parents' Receptions and other School functions.
- Attend all meals, to identify any absences or eating concerns.
- Be available to the Hsm for updates/discussions/briefings on activities and events in the House and to attend Tutors' meetings as required.
- Organise and attend social functions for year groups in the House, i.e. pizza parties, film nights etc.
- Help arrange and participate in House activities e.g. trips and events as required.
- Support the pupils in their everyday activities where possible, for example, going to watch them in sports, music, drama etc.
- Assist the Hsm with routine administrative tasks as required.
- Understand the requirements laid out in the National Minimum Boarding Standards.

Staff and Supervisory Role

- Whilst there is no direct line management responsibility for the Domestic Team Leader, (DTL), the Matron has a key role in working with them to help achieve the required standards of cleanliness and maintenance in the House. This may, at times, require the Matron to liaise with managers from the Buildings department and Domestic Services department as well, particularly if there are any unresolved issues in the House. The closing down of a House at the end of a Term will be the responsibility of the DTL and the Domestic Services Management team.

Other Duties

- Build and develop strong relationships with other Matrons and attend Matrons' meetings as and when required.
- Attend mandatory training days/CPD courses as and when required.
- Maintain and improve professional knowledge and competence.
- Act at all times consistently with Oundle School requirements relating their Safeguarding policy and related procedures and standards of behaviour as required by KCSIE 2023 and Annex.
- Ensure compliance with the School's Health and Safety policy and requirements.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
GCSE in English (grades A – C) or equivalent qualifications or experience	✓	
A moderate level in Math (GCSE grades C – E) or equivalent qualifications or experience	✓	
A valid First Aid qualification (current requirement being a First Aid at Work qualification, 3 day) or the willingness to obtain this ideally before the first day in the role or within a School determined time frame	✓	
A current full valid UK car driving licence	✓	
NVQ Level 3 Health and Social Care or similar		✓
Professional Practice in Boarding Schools Certificate		✓
Competencies, Skills and Experience	Essential	Desirable
Caring for groups of children and young adults	✓	
Experience of using MS Office including knowledge of email systems	✓	
Proven experience in undertaking administrative duties	✓	
Experienced in communicating with people of all levels	✓	
Experience of using MS Office and knowledge of email systems	✓	
Awareness of the Children's Act		✓
Awareness of the Disability Discrimination Act and Data Protection Act/GDPR		✓
Experience of a boarding school environment		✓
Personal qualities	Essential	
Flexible working	✓	
Friendly, approachable attitude	✓	
Calm under pressure	✓	
Team player	✓	
Ability to plan and organise	✓	
Excellent communication skills at all levels	✓	
Attention to detail	✓	
Open to learning new skills	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

Expectations

In general a Matron is expected to be available to deal with both routine matters and emergencies as they arise (including overnight); it is therefore not possible to define specific working hours per week. However, Matrons may expect their working hours per week to be no fewer than 45 and this may be exceeded from time to time. There will be times of significant and intense activity and times when Matron is less busy and it is therefore generally accepted that over the course of a Term the working hours even out to an acceptable level.

Matrons are expected to attend meals i.e. breakfast, lunch and dinner and to provide three surgeries a day at times agreed with their Hsm. During the remainder of the day, Matrons are free to organise their workload and rest breaks accordingly in agreement with the Hsm. It is recommended that Matron takes a break during the morning, afternoon and evening session with prep time identified as a reliable slot in which downtime can be taken.

One 30 hour period off is given per week in Term time. This is a set day off which is decided between the Hsm, and the Deputy Head Pastoral. If, due to the needs of the House, Matron is required to work during any period which would otherwise be a rest period or rest break, then the School undertakes that an equivalent period of rest may be taken whenever possible. The Hsm will agree with the Matron the timing and duration of the compensatory rest.

Please note that you will be required to use your own car for the requirements of the role. You are covered under the School's "occasional business use" policy for insurance purposes for occasional travel on School business within Oundle and to other locations e.g. hospitals for medical appointments. The School considers it good practice for Matrons to ensure that they also have business use cover with their own insurance policy as a back-up should they adopt a pattern of usage which is out of line with the standard expectations of the role and more than occasional for any reason. Travel expenses will be paid in accordance with the School policy.

- **Start date:** 5 January 2025.
- **Contract:** Permanent.
- **Working weeks:** This role is to work Term time only, which is 35 weeks per annum (paid for 39.22 weeks, to include entitlement to holiday pay).
- **Salary:** £28,467 pro rata (£37,744 FTE).
- **Contributory Pension Scheme:** You will need to contribute a minimum of 3% of your contracted salary and you are eligible to receive a contribution from the School capped at 5% of contracted salary.
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** 21 days plus 7 Bank Holidays (There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holidays are to be taken outside of when the School is in session.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Friday 15 November 2024, 9am

First stage interviews: week commencing 18th November 2024

Second stage interviews : TBC.

If you have any questions about the role, please contact:

HR Department

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email c/o: opportunities@oundleschool.org.uk / Tel: 01832 277193

Appendix: Extract from Matron's Handbook

Working Patterns – Guidance for Resident Matrons, Relief Matrons and Hsms

Teamwork

While the Hsm is the Matron's Line Manager, ideally the two should work in partnership together and should aim to be a mutual support for one another in their complementary roles. In a busy House, difficulties will arise from time to time and working practice will need to be adapted as the situation requires. The recipe for success in such situations will always be good two-way communication and a willingness to listen, to be flexible and to respond creatively to issues as they arise. Given the closeness of the working relationship and the family atmosphere in the Houses, it is vitally important that Matrons communicate any concerns openly and promptly with their Hsms and that the two work together to find solutions to issues as these arise. Sometimes this communication will take place in meetings but the majority of the time this happens informally.

Time Management

Being approachable and accessible is an essential part of Matron's role, and it is recognised that if Matron does not establish clear expectations with the pupils as to availability then the Matron can become a victim of their own success and find that they need to manage the demands on their time very carefully. In addition, the vocational nature of the job will result in periods of intense activity for Matrons from time to time (eg when there is a bout of illness in the House) and it is vital that they work closely with Hsms to ensure that they get adequate compensatory rest breaks and recovery time when this occurs. It is hoped that the guidelines below will help Matrons establish the boundaries which are needed to enable them to manage their time effectively in the boarding environment.

The following duties (Core and Flexible) are expected of all Matrons and Relief Matrons. In times of intense activity the Core duties should be prioritised over the Flexible duties.

Safeguarding and child protection

Matrons are given level 2 child protection training and they must therefore be thoroughly familiar with the School's safeguarding policy and procedures, child protection and School guidelines in undertaking their role.

Core (Fixed) Duties

- Daily 'catch-up' and communication with Hsm and/or Deputy Hsm and Tutors' Meetings (where possible)
- Attendance at meals to identify absences and monitor pupils' eating
- Three surgeries per day
- Appropriate care and supervision for sick pupils
- Setting expectations and monitoring of tidiness
- Keeping up to speed with email and answerphone messages
- Reporting of absences
- Hospital and medical visits
- Communication with parents
- Communication with DTLs and Estates Department
- Routine record keeping and admin tasks
- Parents' Receptions and House Events

Professional Development

- Matrons' Meetings and Matrons' INSET as required (for new Matrons, this also includes the Support Staff Induction)
- Ongoing internal and external development as appropriate, including Reflective Practice

Flexible Duties

- Building relationships with pupils and supporting them by
 - spending unstructured time with them in House
 - supporting them in sport, music, drama etc
 - organising social gatherings (in discussion with Hsms)
- Regular meetings with Hsms as required
- Liaison with the Health Centre as required
- Preparations for House Events
- House Trips (as required)
- Attending Learning for Life or Professional Development sessions
- (Where applicable) mentoring new Matrons

Communication between Matrons and Hsms

- Mealtimes are generally the most efficient way for Hsms and Matrons to keep each other posted and flag up issues for immediate discussion; more structured meetings will be useful for consideration of issues and planning purposes. If there is a need to discuss more sensitive issues, it is always best to arrange a meeting in advance when these issues can be given dedicated time and due consideration. It is anticipated that any concerns can be resolved at House level through appropriate teamwork and communication. However, if concerns persist, then the Deputy Head Pastoral should be involved.

Afternoons and Evenings

- It is expected that Matrons will wish to spend some unstructured time around the House during the day so as to foster good relationships with the pupils and pick up on any issues arising for them during their day. However, the procedure should pupils need an adult in an emergency is published on House Noticeboards and House staff should remind pupils of this regularly.
- Matrons are not expected to supervise pupils during the evening during private reading time from 1930-2100 on Monday to Friday and a quiet hour (agreed with the Hsm) on Saturday and Sunday evening (or equivalent times for the Berrystead), since supervision during this time is the responsibility of the Duty Tutor, reporting to the Hsm. However, it is expected that Matrons will be on call and approachable, if needed, during the evening and that they will put on hot chocolate or other gatherings every so often (schedule to be discussed with the Hsm).

Managing Pupils' Expectations

- Pupils should not disturb Matrons outside surgery times for non-urgent medical assistance. This should be provided in surgery and not at pupils' convenience. Hsms and Matrons should be firm with the pupils on this point and refer them to the times displayed on the surgery door.

Cars

Please note that you will be required to use your own car for the requirements of the role. You are covered under the School's "occasional business use" policy for insurance purposes for occasional travel on School business within Oundle and to other locations e.g. hospitals for medical appointments. The School

considers it good practice for Matrons to ensure that they also have business use cover with their own insurance policy as a back-up should they adopt a pattern of usage which is out of line with the standard expectations of the role and more than occasional for any reason. Travel expenses will be paid in accordance with the School policy.

Additional Support

- Working with teenagers is unpredictable and requires judgement, perseverance and a diverse set of skills. Thinking on one's feet, judging how to deal with the unexpected and knowing how to prioritise (i.e. deciding when action is needed and when things can wait) are all fundamental. Communication is vital if the load is to be managed intelligently when it comes to dealing with pressure points and peaks of activity, and effective teamwork between Matron and Hsm is essential.
- If Matrons are under pressure, for example as a result of a bout of illness in the House or a series of protracted hospital visits, Hsms and Matrons should agree compensatory rest breaks. If Hsms deem it necessary, they can also explore the potential for additional resources (e.g. Relief Matron cover via the Relief Matron Co-ordinator or other forms of support agreed on a case by case basis via the Deputy Head Pastoral).

February 2015 (updated February 2020)

Appendix 1 – Summary of Arrangements for Resident Matrons' Time Off

- Matrons should take their **30 hours off without interruption**.
- Matrons should feel confident that they are able to have **downtime during private reading time from 1930-2100 on Monday to Friday and during a quiet hour (agreed with the Hsm and notified to the Health Centre) on Saturday and Sunday evening (with equivalent times for the Berrystead)**, since the Tutor/Hsm/Deputy is on duty at this time. However, they may be expected to be on call and approachable. If there is a medical emergency, the Tutor/Hsm/Deputy may try to call upon Matron if she is in her flat or ring her mobile. However, if Matron is not contactable then an appropriate plan for the care of the pupils will be made with the assistance of the Health Centre.
- A **flexible approach to downtime should continue to be discussed between Matrons and Hsms** as is currently the case - see the existing arrangements for **compensatory rest breaks and other avenues of support** which are already published in the Resident Matrons' Working Patterns guidance document in the Matrons' Handbook (see above). In addition:
 - If capacity allows, the **Health Centre may also be able to provide support** to allow Matrons to catch up on sleep after a period of intense activity, provided that the Matron has agreed with the Hsm in advance the steps that need to be taken to ensure that all is covered in the House. Please note that too many requests for the same period of time off will not be able to be accommodated, and should not form any expected break pattern.
 - **Matrons should feel able to plan to go away from Oundle at quiet times for short periods if they need to on an occasional basis**, provided the Hsm and the Health Centre are made aware in advance. On sports afternoons, or occasions where big games are taking place,

Matron may be required to remain within a 5-20 minutes radius of Oundle. Matrons will be required to give advance notice of any intention to be out of Oundle and out of mobile phone contact, agreeing this with both the Hsm and the Health Centre and indicating when they will be back in range. Obviously, key events (eg sick pupils in their house or 'epidemic') will not allow Matrons to be out of range. **Relief Matrons will retain the need to be within 5-20 minutes' radius**, given the different nature of their working hours (except where local arrangements have been agreed within the requirements of the School).

- Key to the success of all these arrangements will be for the Matrons, Health Centre and the Hsms to work in partnership, focussing on communication and teamwork and trust. In the event of an emergency, if a Matron is out of range it is expected that other Matrons and/or Relief Matrons will rally round if an urgent hospital visit is necessary.

September 2016, Reviewed February 2020