
Job Description



Job Title:	Junior School Matron
Reports to:	Head of the Junior School
Full Time/ Part Time:	Full time, 8am to 4:30pm Monday to Friday
Weeks worked:	Term time only
Role Summary:	To provide clinically effective nursing and first aid care to all pupils and staff
Professional duties:	You are expected to act in accordance with the aims, policies and administrative procedures of the School

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties and Responsibilities:

Medical

- Check medical files and parents' correspondence for problems such as asthma, anaphylaxis, diabetes or other allergies
- Keep boys' own medication labelled, and in a safe place.
- Keep medical and first aid supplies up to date.
- Keep a record of all incidents requiring Matron's attention
- Liaise with other matrons at the Senior School to discuss medical problems and inform the school's leadership team and teachers accordingly
- Liaise with form teachers, Learning Support teachers, therapists and the School Counsellor on subjects concerning boys' emotional welfare/support and special needs.

Administration

- Ensure communication on health matters between boys, parents and staff and provide relevant information when necessary.
- Maintain and up-date records of parent's telephone numbers and addresses, together with back-up numbers for emergencies.
- Produce an updated list of boys with special medical needs at the start of each academic year.

Health and Safety

- Supply sports staff and other staff as appropriate with relevant medical information, first aid kits and ice packs.
- Advise kitchen staff about boys' food allergies and special dietary needs.
- Ensure appropriate First Aid training for staff

- Be aware of and implement the school's policies in all relevant health and medical areas such as First Aid, Health and Safety and Safeguarding (Child Protection)

General

- Collect and distribute lost property
- Help the office staff when able

Health and Safety

- Communicate regularly with the Bursar or Clerk of Works any Health and Safety issues regarding the welfare or safety of the pupils or staff.
- Be familiar with the school's fire safety procedures and participate in fire drills
- Liaise with the school's designated person on matters of Safeguarding (Child Protection)

All members of staff are required to:

- Promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Child Protection officers or to the Head

You may also be required to undertake such other comparable duties as the school requires from time to time by the Head of the Junior School.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the Professional Review process.

Person Specification

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	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>Extra qualities which can be used to differentiate applicants</i>	Method of assessment
Qualifications	<ul style="list-style-type: none"> First Aid at Work/Paediatric First Aid Training 	<ul style="list-style-type: none"> Nursing Qualification Counselling experience 	<i>Application and interview</i>
Experience:	<ul style="list-style-type: none"> Appropriate and updated medical training and experience 	<ul style="list-style-type: none"> Experience of working in a school setting with children aged between 4 and 8 years old. 	<i>Application</i>
Skills	<ul style="list-style-type: none"> Excellent written and spoken English. Ability to use excellent nursing skills and evidence-based practice when treating injured or sick pupils. Flexible with a 'can-do' approach and able to take initiative; The ability to communicate effectively at all levels. Able to work calmly under pressure and manage a diverse workload High levels of attention to detail and accuracy 	<ul style="list-style-type: none"> Experience of using management information software to manage medical records 	<i>Application, interview and tests</i>
Knowledge	<ul style="list-style-type: none"> Awareness and understanding of safeguarding and welfare of children Knowledge of Microsoft packages. 	<ul style="list-style-type: none"> Knowledge of ISAMS 	<i>Application and interview</i>
Personal competencies and qualities	<ul style="list-style-type: none"> Warm, friendly manner with a communicable desire to help An understanding for the need for discretion at all times A confident, professional manner and dress sense 	<ul style="list-style-type: none"> A willingness to be involved in the wider life of the School. 	<i>Interview</i>

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

TERMS & CONDITIONS

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with The Hall you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK, DBS and out relevant checks.

Salary

Competitive salary dependent on qualifications, skills and experience.

Hours of Work

Normal working hours for this role are Monday and Friday, 8am to 4:30pm with a 30 minute paid lunch break.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Headmaster.

Lunch Period

The lunch break is paid and forms part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

Holidays

25 days' paid holiday entitlement plus public holidays to be taken at times agreed with your line manager.

Pension

The School operates a salary exchange equivalent to a minimum contribution by you of 6% of your basic salary. The School contributes 10% plus the National Insurance Contributions that would have been paid in a non-salary exchange scheme.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

All staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy,

particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.