

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

Job Title: Day Time Matron

Responsible to: School Nurse / Housemasters / Housemistresses

Place of work: St. Bede's School, Upper Dicker and/or
St. Bede's School, Duke's Drive, Eastbourne

Child protection, discipline, health and safety:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. To observe the School's Health and Safety Policy, ensuring that at all times you take care not to endanger yourself or any other person.

Specific Duties:

To cover for an absent Matron in any House - Day or Boarding - or work alongside a matron in a House where there is a particular need on a particular day or to assist the School Nurse in her routine duties. To assist with and contribute to the supervision and care of the pupils, with particular responsibility for the health, clothing and general wellbeing of those in the House; to organise and support the domestic staff attached to the Houses and ensure that they carry out their work effectively and efficiently.

General Duties - Day Time Matron

- To assist the matron in a House where there is a particular need
- To be responsible for the general health and wellbeing of those in the House during the school day.
- To attend to sick pupils.
- To be responsible for the wellbeing of any pupils who are presented to you for care, making arrangements for them to be collected if necessary.
- To ensure that appropriate records of symptoms, treatment and action are kept.
- To liaise with other matrons as appropriate in order to share any health and welfare concerns.
- In case of any doubt or concern to refer medical matters to the School Nurse or hospital.
- To respond to medical emergencies.
- To administer prescription or non-prescription medicines to pupils in accordance with the school guidelines.
- To be responsible, with the Housemaster/mistress for the care, supervision, cleanliness and presentation of pupils in the House, co-ordinating and liaising with other staff as necessary.
- To be aware of the School uniform requirements of pupils.
- To liaise with parents as necessary concerning the welfare and health of their children in consultation with the Housemaster/mistress and the School Nurse when relevant.
- To provide a sympathetic and supportive presence in the House; to be sensitive to those who are having difficulties; to liaise closely with other relevant staff concerning the progress and welfare of pupils; to promptly pass on all concerns about individuals to the Housemaster/mistress.
- To wash sports kits and loose covers as required.
- To attend all Matrons' meetings

- To be familiar with the school policies for child protection, countering bullying, substance misuse and Health and Safety and to be aware of the appropriate response needed in these areas.
- To carry out other related duties as may be reasonably required from time to time by the Headmaster, School Nurse, Housemaster/mistress or the Senior Housemaster, subject only to the provision that such duties shall fall within the general aim of the post.

This job description sets out the general duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed.

St Bede's School Trust recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children. This duty is carried out through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times maintain a safe and stimulating environment where children feel secure and are encouraged to talk to adults they can trust. Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm.

This job description may be amended at any time following discussion between the Headmaster and the postholder.

Hours: Mon- Fri, 8 am - 2 pm

Application Process

Applications should be addressed to:

Miss Claire Flanagan
Human Resources Administrator
St Bede's Senior School
Upper Dicker
Hailsham
BN27 3QH

Email applications are also accepted.

Please send address email to: claire.flanagan@stbedesschool.org