



# OUNDLE

School

## Support Matron

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The purpose of the role is to provide a seamless service to the boarding house when the resident Matron and Relief Matron are not present or when they need extra support. This might be in Houses to relieve pressure at times of significant pupil illness and to take pupils to medical appointments on an ad hoc basis. Support Matrons providing cover are non-residential.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



## Role details

Working as part of the Pastoral team, the role holder will report to the Housemaster/Housemistress (Hsm) of the House they are working in. Their line manager is the Matron Coordinator.

To be available, flexible and committed to work as and when required during term time. Whilst every effort will be made to provide a minimum of 24 hours notice, some requests may be short notice due to the nature of the role.

To work regular hours organised on a rota basis to provide transport to A&E/walk in where needed along with pastoral care until relieved by Matron, parent or Hsm. This will be organised in advance in accordance with the department procedures. Each shift is likely to be from 15:00 - 19:30 on Tuesday, Thursday or Saturday.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### **Fundamental Duties.**

- Be available, flexible and confident to work as and when required during termtime.
- Cover for Matron in House when Relief Matron unable to do so or if Matron is taking time off in lieu following, for example, overnight attendance at A&E with pupil
- Offer support in House at times of illness when requested by Matron Coordinator.
- Undertake training in order to accurately record and understand pupil information, including medication and its management, absence and 'off games' reporting.

### **Pastoral and Medical Care when covering Matron shifts in House**

- Conduct surgeries in the House, correctly recording the dispensing of regular and ad hoc medications and ensure the medicine cabinet is secure when the surgery is unattended
- Ensure there is an adequate supply of appropriate medicines for the next shift.
- Work closely with the Health Centre and nurses at all times to ensure the best outcomes for pupils during an episode of illness and liaise with Hsm to inform parents/guardians of any injuries sustained by pupils or to update parents / guardians of the progress of an ill pupil as necessary.
- Report absence of pupils/off games/appointments via isams
- Update the Hsm of any concerns regarding pupil welfare by e-mail using initials to identify the pupil at the end of 'active' hours prior to going into 'on call' hours.
- Arrange any urgent medical appointments; if necessary accompany pupils to booked medical appointments
- Provide appropriate care and supervision of unwell pupils within the House, either in their own beds or in sickbay
- Complete robust handover notes detailing any actions needed and background information in readiness for the next incoming Matron cover. Handover book to be locked away and initials used to maintain confidentiality
- Act as first responder in the event of a medical emergency in the House, liaising with the school medical staff and external organisations i.e. hospitals and emergency services.

- Take responsibility for fulfilling any duties left outstanding due to Matron absence as identified in the House Book and handover book.
- Document any requirements relating to the maintenance of the house in the handover book.
- Seek support from the Matron Co-ordinator as required.
- In readiness for shifts, visit each House every two years. Meet with Matrons, familiarise self with surgeries and locations of House Book and key box.

### Emergency Hospital Visits and Planned Medical Appointments

- In addition to the above, availability on Tuesday, Thursday and Saturday afternoons (to be arranged in conjunction with other Support Matrons) from 3pm - 7.30pm is required in order to provide transport for pupils in the event of sports injury. This will be following triage by the Health Centre nurses if it is deemed to need further investigation at either a 'walk in' centre or Accident and Emergency department. The Support Matrons will generally be based in the Health Centre at these times in order to respond quickly should an injury of this kind occur. The Support Matron will provide pastoral care to pupils waiting for and during the episode until the pupil is returned to House, or the Support Matron is relieved by a member of staff or parent.
- The Matron Coordinator may ask Support Matrons to accompany a pupil to a planned medical appointment such as a dental appointment.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
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.	•		Application form  Interview  *Assessment if equivalent experience
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*	•		
Current valid driving licence.	•		
NVQ Level 2 Health and Social Care or similar		•	
Skills and Experience	Essential	Desirable	Method of assessment
Caring for children and young adults	•		Application Form
Good levels of literacy and numeracy	•		
Experience of using MS Office including knowledge of email systems	•		
Previous experience as a Matron or Relief Matron		•	Interview
Have worked for/have knowledge of Oundle School		•	References
Experience of a boarding school environment		•	
Awareness of the Children’s Act		•	
Awareness of the Children’s Act, Equality Act and Data Protection Act / GDPR		•	
Personal qualities	Essential	Desirable	Method of assessment
Ability to work the flexible working pattern required of the role	•		Application Form
Friendly, approachable attitude	•		Interview
Calm under pressure	•		
Observant	•		References
Team player	•		
Open to learning new skills		•	

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

**How to Apply:** Candidates should download the application form at [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies) and submit via email (preferred) or post to:

E-mail: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk)

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's website.

## Information for applicants

Start date	As soon as possible, subject to pre-employment checks.
Contract term	Permanent, subject to a six-month probationary period.
Expectations	<p>The expectations of the Support Matron will be dependent on the specific period of time that they are required to cover. In general, during any period of work all Support Matrons are expected to be available to deal with both routine matters and emergencies as they arise. The Support Matron would be required to carry out the duties of the Matron or Relief Matron which occur during the period that is worked; in line with the responsibilities outlined in the Job Description and any other reasonable requests made by the School.</p> <p>In general, all Support Matrons are expected to attend meals and conduct surgeries that coincide with their working hours. During the remainder of their working hours, all Support Matrons are free to organise their workload and rest breaks accordingly; they are expected to stay within mobile phone range and be able to attend an “incident” ideally within 5 minutes (and within 20 minutes at the outside).</p> <p>The Support Matron will need a car in order to drive pupils to appointments. They should have business insurance cover on their own policy. They can ask the Bursary for advice if needed.</p>
Remuneration	£11.90 per hour.
Annual leave	There is no requirement to work in the School holidays. Holiday pay will be specified in individual contracts. There is a requirement to work any Bank Holiday when the School is in session; at present, this is the first Bank Holiday in May.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the Sports Centre and swimming pool</li> <li>• Cycle to Work scheme</li> <li>• All meals during hours on duty</li> <li>• Free car parking (subject to availability)</li> </ul> <p><i>Some of the above are non-contractual</i></p>