



JOB DESCRIPTION

BOARDING MATRON/HOUSEPARENT (Part-Time)

The Royal School Armagh is seeking to recruit a Boarding Matron/Houseparent, with immediate effect, or as soon as possible, to work with our existing Matron teams in the boarding house. The post will include overnight duties.

Working as part of a team of residential and non-residential staff the Matron/Houseparent is responsible for pastoral issues, general housekeeping and the low level medical needs of our boarding pupils. Accommodation and meals are provided free of charge during working hours.

THE SCHOOL

The Royal School Armagh was established by Royal Decree in 1608 and is an academically selective voluntary grammar school for boys and girls aged 4 – 19 years. The School is situated approximately 40 miles South West of Belfast in Armagh City and enjoys an excellent reputation, both locally and nationally. There are at present 798 pupils and has a large and expanding Sixth Form. Boarding forms an essential and integral part of our school life and identity and there are presently 98 boarding pupils. There is also a Preparatory Department which is situated on the School site.

The School occupies an attractive 30-acre site and is well known for its high academic standards and its significant extra-curricular programme. The Facilities are excellent and the past 15 years have seen considerable investment in new buildings and refurbishment.

At the Royal School we are committed to providing quality learning and teaching, caring for our pupils on an individual basis and developing sound character through providing each pupil with challenging and enriching opportunities. The School is a high achieving 4-19 school and the most recent ETI Inspections affirms the achievements of the School.

Application is by completion of the application form on the school website, or using the application form provided by the on-line recruitment platform where you have found this advert. Please ensure that your covering letter or personal statement addresses the requirements of the role as set out in the Person Specification.

THE POSITION

The Board of Governors is seeking to appoint a part-time temporary Matron/Houseparent. The Matron is a key member within the Boarding Department. The success of a Matron's appointment depends on the establishment of a harmonious relationship with the Head of Boarding, based on mutual trust, and in support of the boarding pupils achieving the very best outcomes from their time as a boarder at the School. The position may become permanent.

General Responsibilities

The main function of this post is to assist in the oversight of the health and welfare of pupils enrolled in the Boarding Department and to be an adult presence to be responsible for the safeguarding, welfare and security of boarding pupils. The Matron is required to play a key role in the pastoral care of all the pupils in the boarding house on a day-to-day basis, with particular responsibility for the physical, social and emotional well-being and presentation of the pupils in Boarding. The Matron should be an approachable, kind and friendly person who is available to all pupils without discrimination or favouritism. It is the nature of the role that pupils may confide in them from time to time and the Matron will need to listen and exercise sound professional judgement. There is an expectation of a 'parent' figure who is generous with their time and responsive to the needs of the pupils. The list is neither definitive nor exhaustive and the range of tasks will embrace many incidents and situations which are not stated, but require initiative and common sense to be applied. Matrons work closely with the Head of Boarding, Housemaster/housemistress and their team with the day to day running of the boarding house and implement boarding policies and procedures. Matrons also collaborate on a regular basis with outside agencies such as the local General Practitioner.

The ideal candidate will have a genuine interest in the welfare of young people and will be prepared to go the extra mile. Good organisational and communication skills are essential to thrive in our international boarding community and to be an effective member of the boarding team.

HOURS OF WORK

Matrons work on a rota basis from Monday to Sunday during Term time. Normal working hours are between 3.00pm and 9.00am, including appropriate rest periods. The Matron is off-duty from 11.00pm but sleeps in Matron's accommodation within the Boarding Department.

Working patterns alter at weekends (9.00am to 6.00pm and 6.00pm to 9.00am) and end of terms to reflect the operational needs of the boarding houses.

HOLIDAYS

The job is term-time only and school holidays can usually be taken in their entirety, except for the requirement to work for a minimum of two working days before the start of each term and two days after the end of term, in order to prepare Boarding for use by outside groups and organisations

REMUNERATION

The matron's salary is paid in line with NJC scale point 6. FTE £21,575 pa. plus allowances. The rate per duty is £105.32. In addition to the basic salary, a 'sleeping-in' rate of £39.24 is paid together with an additional payment of £15 per duty when boarding numbers are more than 50 pupils. Total £159.56.

SUPERANNUATION

The Pension Scheme provided by the Royal School, Armagh is the LGPS (NI) which is administered by the Northern Ireland Local Government Officers' Superannuation

Committee (NILGOSC). NILGOSC operates a qualifying pension scheme which meets or exceeds the Government's standards. The School currently operates automatic enrolment; whereby eligible employees are brought into the pension scheme but have the option to opt out if desired. Auto enrolment was introduced by the government to encourage people to save for their retirement.

RETIREMENT

Employees who contribute to the Local Government Pension Scheme, can retire and receive benefits in full once retirement age is reached. Following the abolishment of the default retirement age (DRA) the Board of Governors of the Royal School has removed a compulsory retirement age and does not require employees to retire at a given age. Employees will either end their careers when they choose, by resigning, or their employment will be terminated on fair grounds and following a fair procedure. As there is no link between age and performance the Board of Governors makes no assumptions that performance declines with age. Any performance issues or concerns are managed, regardless of the age of an employee.

DRESS CODE

The postholder will be supplied with appropriate workwear and staffID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify Royal School employees.

CRIMINAL RECORDS SCREENING

We are committed to the safeguarding and promotion of pupil welfare and are an equal opportunities employer. All job offers are subject to satisfactory enhanced vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. All applicants must therefore be prepared to undergo screening to confirm their suitability to work with children and young people.

APPLICATIONS

Applications should be submitted on the Royal School's application form. The closing date for receipt of completed applications is Tuesday 30th November 2021 at 4.30pm. Email applications are acceptable. Late applications will not be considered.

Unless applicants indicate that they would prefer otherwise, the School may approach referees prior to selecting candidates for interview.

The Royal School reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

Applications must be sent to: The Royal School, College Hill, Armagh BT61 9DH or submitted via email to smcqueen305@c2kni.net

EQUAL OPPORTUNITIES

The Royal School, Armagh welcomes applications from all sectors of the community.

INTERVIEWS

Shortlisted candidates will be notified after the closing date for applications. Candidates will be interviewed by a panel of senior staff. The interview date will be advised to candidates once all applications have been considered.

OVERVIEW

Reporting to the Head of Boarding, Deputy Head of Boarding and/or Housemaster/housemistress', Matrons provide pastoral care for and supervision of pupils resident in the Boarding Houses, during non-timetabled time. They also undertake housekeeping duties and provide frontline medical care. The post requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible in outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively. The nature of the work requires physical fitness, a good level of stamina, an ability to handle laundry and climb a large number of stairs (cognisant with the nature of the boarding house).

The role could also vary according to whether the matron works in boarding during the week or at weekends. What follows are the expectations of the role; however, it is important that these and the specific requirements and expectations of the role that pertain to each individual are reviewed by the Bursar and/or Headmaster in consultation with the Head of Boarding.

OVERALL RESPONSIBILITIES:

The following is a description of the responsibilities and duties of the Matron.

The Matron is responsible for the pastoral care, health and welfare, and health education of the boys/girls in boarding.

The Matron reports directly to the Head of Boarding on all matters relating to the welfare of pupils. The Matron ensures that the right care is given to the pupils and monitors their well-being at all times. This is done by facilitating and contributing to the various routines of boarding, which seek to promote the confidence of the pupils within a happy atmosphere. These routines encourage high standards of dress, cleanliness and respectful relationships with staff and fellow pupils.

The Matron will require a caring attitude in line with understanding of the principles of confidentiality and information sharing, so that matters can be dealt with as they arise while the welfare and happiness of the pupils in the Matron's care is ensured.

1. Purpose of the Job

1. The physical care and security of the pupils.
2. Providing an adult presence during agreed hours and cover emergencies.
3. Preparedness to give emotional support to pupils.
4. Liaison with the Head of Boarding on matters relating to the health and well-being of boarding pupils.
5. Assistance in the smooth running of Boarding.
6. Liaison with the Health Centre in relation to boarding pupils in your care.

2. Health

1. To assess illness, then to deal with minor problems and to refer to the school's doctor at the Health Centre all other medical matters,
2. To provide first line medical assessment,
3. To check that pupils going on trips are supplied with the correct medication,
4. To be the primary care giver and to dispense medication at regular and irregular times,
5. To arrange medical appointments and to accompany and transport pupils as necessary.
6. To act as a first aider in the event of a medical emergency in Boarding, liaising with external organisations, and to take emergency cases to hospital where appropriate.
7. To keep in-house medical files up-to-date and ensure that the medicines list is accurate.
8. To maintain surgery contents, medicine cabinet, asthma register and medical records in accordance with Health Centre guidance
9. To communicate effectively with Bursar, Head of Boarding, House staff and parents where necessary.

3. Housekeeping

1. To ensure that there is a clean and pleasant environment in Boarding throughout the term. Liaise, as and when necessary, with the Domestic Assistants who are responsible for the cleaning of Boarding to the standards the School requires.
2. To supervise the collection and redistribution of pupils' laundry. Ensure that the pupils' personal clothing and items are kept in good repair and are appropriately labelled.
3. To manage and supervise the Laundry and Linen Room and do ad hoc mending.
4. To be in charge of securing pupils' rooms at the end of term and at half terms. This could involve preparation if Boarding is being let out during the holidays or for clearing up after refurbishment work. Undertake, Laundry and Cleaning as required to ensure that the Boarding House is maintained in good order on a day to day basis
5. To contribute to the supervision of pupil tidiness and to deal with lost property issues
6. To help to ensure that pupils follow routine as appropriate to their age e.g. rising, bedtimes, attendance at meals, personal hygiene.

4. Responsibilities

1. To meet regularly with the Head of Boarding and the Bursar.
2. To help the Head of Boarding ensure adherence to the National Minimum Standards for Boarding.
3. To adhere to the Staff Code of Conduct.
4. To oversee the safety and security of the pupils
5. To deal with items of Lost Property.
6. To provide adult cover as required.
7. To be a listening ear for boarding pupils.
8. To respect pupil's confidentiality and inform the Head of Boarding of any issues.
9. To attend Matrons' Meetings with the Bursar and Head of Boarding as and when required.
10. To oversee the personal hygiene of the pupils.
11. To respond to other incidents as they arise.
12. To give permission for pupils to leave the school campus
13. Adhere to the Code of Conduct and report any concerns about other staff behaviour

5. Tasks of the Job

1. To be available to pupils for their needs at reasonable hours.
2. To record accidents in line with Health and Safety procedures.
3. To provide supervision of pupils as required.
4. To help to ensure pupils wear the correct uniform.
5. To determine the fitness of pupils for school/games in liaison with the Health Centre.
6. To participate in on-going INSET regarding Safeguarding, First Aid, Food handling, and other training as required by the school. It is expected that matrons will ensure that these qualifications are kept up to date.
7. To assist with administration, including assisting the Head of Boarding with the compilation of pupil lists, room allocations and other paperwork.

6. Authority and Approval

1. Certain levels of medical decisions should always be checked with the Health Centre (e.g. paracetamol and asthma protocols).
2. Some minor discipline, although this is the major responsibility of the Head of Boarding.
3. Order cleaning materials, medical supplies and equipment as required.

7. Other

The Matron should be familiar with the School's health and safety policies as they relate to boarding and assist the Head of Boarding in implementing them.

2. The Matron should be familiar with the fire-safety procedures of Boarding as sometimes they are the responsible person on site in the event of an alarm or fire.
3. The provision made by the School for the welfare of boarders is inspected annually by the Regulation and Quality Improvement Authority (RQIA). Matrons play a vital part in implementing and exceeding the requirements of the National Minimum Boarding Standards, and the Matron should be aware of these.
4. The Matron is required to own, insure and drive a car so as to be able to accompany pupils to hospital or similar on any occasion when a School vehicle is unavailable. The School provides additional 'occasional business use' motor insurance cover. Mileage will be reimbursed in accordance with HMRC's Fixed Car Profit scheme. Copies of MOT certificates should be given to the Bursar.

8. Working Relationships

1. Senior Line Manager – Bursar.
2. Line Manager – Head of Boarding.
3. Immediately and directly responsible to the Head of Boarding, with whom information should be shared within agreed boundaries of confidentiality.
4. Open and regular lines of communication with the Boarding team including cleaners, caretakers, catering and kitchen staff.
5. Professional conduct with parents, pupils and other employees of the School is expected at all times.

9. Additional Tasks

These will vary widely, but could include clerical work, filing, administration in liaison with Finance Office, travel arrangements, mending and labelling of clothes etc

10. General Conditions

All duties must be carried out to comply with:-

- (a) The Health and Safety at Work (NI) Order 1978;
- (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
- (c) Codes of Practice.

11. Training

Employees will accept any training to facilitate the undertaking of duties required.

Essential Criteria

Whilst no formal qualifications are required, it is essential that applicants have a good standard of education:

- (i) hold a minimum of GCSE passes grades A* - C or relevant equivalent or higher examination qualifications including English and Mathematics;
- (ii) hold a current driving licence;
- (iii) Experience of working with minimum supervision and using own initiative;

Desirable Criteria

- (i) Hold a relevant First Aid qualification
- (ii) Previous nursing/care experience.

Person Specification

The post holder will be:

- An effective and harmonious part of, an energetic, cohesive, hardworking team.
- Able to communicate effectively at all levels with pupils, staff, parents and guardians.
- Professional, flexible, conscientious, and able to act with discretion at all times.
- Able to work upon your own initiative in a calm and patient manner.
- Able to demonstrate a genuine warmth and interest in the pupils in your care.

Person Specification	Essential	Desirable
Education and qualifications - A good general education - Driving licence (and preferably own car) - Food hygiene certificate - Emergency first aid certificate - Level 2 safeguarding child protection qualifications	X X	 X X X
Experience - Boarding School Matron - Nursing - Residential care - Experience in an educational or medical environment - General office administration - Working as part of a team - Working unsupervised and on own initiative - Working with children out of their home environment - Working at a supervisory level	 X X X	 X X X X X X
Skills - Good verbal and written communication skills - Ability to work well in a team - Ability to supervise domestic staff - Ability to work quickly and calmly under pressure - Ability to prioritise and manage own work - Ability to offer a high level of pastoral care to pupils - Proficient IT skills	X X X X X X	 X
Personal qualities - Ability to motivate and work with pupils - Ability to develop a culture of mutual respect with pupils - Emotional resilience - A caring disposition and an empathy with and understanding of young people - High level of discretion - Patient, unflappable, flexible and adaptable - Good manner with parents and other staff - A good sense of humour	X X X X X X X X	

The school is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its child protection procedures.

Closing date for receipt of completed applications is 4.00pm on 5th December 2022.

**STHMcC/SC.
October 2022**

