



JOB DESCRIPTION FOR HOUSE MATRON

RESPONSIBLE TO: Housemaster/Spouse and Human Resources Manager

HOURS OF WORK: 40 hours per week (34 weeks + 6 days each term)

SALARY: £16,100 per annum

MAIN DUTIES AND RESPONSIBILITIES

1. Manage the House team; maintenance team, House cleaning equipment and supervision of all areas within the House
2. Check that beds are made, curtains open and floor area clear each day.
3. Dealing with sick pupils and maintaining secure storage of prescribed medicine. Supervising the taking of prescribed medication to the individual Health Care Plan as instructed and referring to the Nurse or Doctor in accordance with the School's Medical policy and procedures.
4. Daily contact with Nurse regarding admissions, prescriptions and keeping Housemaster informed.
5. Reporting any suspicious behaviour/observations to the Housemaster or the Housemaster's wife and to provide a sympathetic presence in the House.
6. Overseeing morning break time and managing the tuck shop. Managing the pupil kitchen (brew room) and replenishing supplies available to pupils.
7. Taking phone calls and messages for the Housemaster and ensure effective communication of such.
8. Reporting any House maintenance or repairs to equipment to Housemaster, Maintenance Administrator or Domestic Services Manager as appropriate.
9. Taking pupils to hospital, dental and emergency appointments as required and only when adult cover is available in the house.
10. Any other reasonable duties as directed by the Housemaster/Housemaster's wife including attending parent and public events (approx. 7 per year).

11. To contribute to the induction arrangements for new pupils joining the House; to ensure that any settling in problems are resolved.
12. To assist with the clearing up and cleaning of the House after and before terms.
13. To deal with House lost property (clothing, shoes etc.).
14. Responsible for apportioning of cleaners working hours within the house and to assist in the oversight and care of the domestic staff.
15. To be responsible for setting off the alarm for a Full School Evacuation if necessary during duty hours.
16. Ensuring you are available and contactable during working hours (Mobile Phone will be provided).
17. To direct the cleaner for the private residence for 1 -2 hours (maximum) per day cleaning duties as appropriate.

LAUNDRY

1. Sorting laundry for In-House washing.
2. Ensuring the washing and ironing of pupils is completed and return of all In-House laundry. Checking returned outside laundry. Ensuring this duty is shared by the cleaning team.
3. Checking at the beginning of each term that all pupils have correct School wear and that all are named and to sew in names tapes.
4. Checking all pupils change their clothes regularly and that their clean clothes are kept properly.
5. With the assistance of the cleaning team, organising change of bed covers fortnightly.
6. Organise the stripping of beds at the end of each term, and remaking them for the beginning of the following term.
7. Organise the laundering of all mattress covers and blankets at the end of each term.
8. To advise on replacement of renewal of bedding with the Housemaster/Purchasing department.

This Job Description is not exhaustive and may vary slightly from House to House.