



Job Description: Pastoral Assistant/Matron

Department: Pastoral

Reports to: Deputy Head Pastoral

Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid-Sussex with around 480 employees and a turnover of some £30 million pa. It is both a stimulating and a pleasant place to work.

The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Senior Prep School, and Junior Prep School with over 1,300 pupils in all. Over half the pupils in the Senior School are boarders (weekly or flexi).

Role summary

The primary role of the Matron is to support the Housemaster/mistress (HoM) with the welfare, happiness and well-being of the pupils in their care. Working in conjunction with the HoM, the Matron supervises and provides care for the pupils, with particular emphasis on the physical, social and emotional wellbeing and presentation of the pupils in the House.

In addition, the Matron (alongside the HoM) is responsible for the day to day running of the House, ensuring its cleanliness, tidiness, comfort, health and safety. The role is supported by cleaning staff.

Principal Duties and Responsibilities

Pastoral:

1. To work with the HoM to provide a high level of pastoral care for individual pupils through direct interest and personal support. Interaction and excellent communication with the HoM, Tutors, Medical Centre and Safeguarding Officer is an essential aspect of this responsibility.
2. Establish firm relationships with pupils in your care in order to pro-actively monitor their wellbeing.
3. Ensure a high-profile presence in-house during morning break, lunchtime and at key changeover times in the afternoon to ensure an appropriate level of supervision.
4. Have an awareness of adolescent mental health issues and be vigilant to early warning signs.
5. To record any concerns or incidents on our in-house pastoral recording system (CPOMS) – and to check CPOMS for any comments added by other staff.
6. Work with the HoM to be aware of the difficulties and problems of all members of the House and to help develop a culture of mutual respect within the House.
7. Alongside the HoM, to be a key point of contact for parents and other colleagues.
8. Regularly meet with the HoM to discuss the welfare of the students.
9. Work with the HoM and tutor team to monitor general behaviour at all times, including attendance at lessons, visitors in-house, etc. Also required to track pupils who do not register at lunchtime, and help to remind them of medical appointments, meetings, etc.



10. Monitor day to day welfare of boarders and work with them to ensure high standards of personal hygiene, bedroom tidiness and uniform presentation. Make sure that pupils change their bedding regularly.
11. Be involved in handing out rewards where appropriate, as well as issuing sanctions when necessary.
12. Assist with managing 'Clearing' sanctions during the week.
13. Support students by attending house events, school plays, matches, etc.
14. Support HoM at key events such as Induction, Sesame, House BBQ, Sports Day, etc.
15. Be prepared to manage the House in the absence of the HoM including managing a fire evacuation.
16. Be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection.
17. Be present for Sesame and staff INSET training.
18. To hold and regularly update a First Aid qualification as prescribed by the School.
19. Check and respond to emails and WhatsApp messages as required throughout the day and respond/follow up where necessary.
20. Undergo an annual staff review.

Medical and Domestic:

1. Alongside the HoM, to be responsible for the general health and well-being of those students in the House.
2. Be the first port of call for pupils who become unwell or require treatment for illness or injury during the school day. Liaise with parents and other staff as required.
3. Attend appointments and escort pupils to hospital as required.
4. To store, administer and record any medication in accordance with the school's published Medical Care Policy. Ensure that the House medical cabinet and first aid kits are kept stocked as appropriate.
5. Alongside the HoM, liaise with the Catering Department about students who have specialist eating requirements such as nut allergies, lactose intolerance, gluten free etc.
6. Supervise the laundry, ensuring that the pupils' clothing and house linen is laundered satisfactorily and re-distributed in a timely manner.
7. General sewing duties such as basic repairs or nametapes, etc.
8. Ensure post, newspapers and deliveries have been collected for the House.
9. Liaise with the College's uniform supplier, Stevensons, over pupils' orders and House requirements ie. Prefect scarves. Collaborate with other Matrons on collecting and distributing lost property.
10. Ensure that pupil duties (eg. kitchen clearing and collecting break snacks) are completed and House supplies collected. Liaise with the Catering Department if there are any concerns with supplies or if quantities need to be adjusted.
11. Work with the HoM to maintain high standards of tidiness in the House.
12. Monitor the boarding environment and report defects to the maintenance department via Parago. Work with HoM to complete House H&S inspection, twice a year. Ensure that any electrical equipment which students bring into the College comply with regulations – and arrange PAT testing if necessary.
13. Oversee issuance and collection of student desk and wardrobe keys at the beginning and end of the year. Manage keys for rooms and cupboards - organising replacements if necessary.
14. If necessary, take the lunchtime register and ensure students are encouraged out of the House in time for lessons/games.
15. Be present prior to the start of term to ensure that the House is set up and ready for the return of the pupils.



16. Conduct end of term procedure – ensure that the whole House is closed down, fridges are empty and undertake a detailed check of all rooms to ensure all cupboards, drawers and storage spaces have been emptied.
17. To complete Safeguarding Training as required.
18. To attend twice-termly Matrons meetings with the Senior Mistress.
19. Liaise with Transport Department when arrangements/bookings may change.
20. Be confident using online systems such as Word, Outlook, etc.



Person Specification

Criteria	Essential/ Desirable	How Assessed
Qualifications		
Educated to A Level standard with GCSEs (or equivalent) at grade 4 or above in Maths and English	Desirable	Certificates
Experience		
Working in a school or college	Desirable	Application Form / Interview
Working in similar role	Desirable	
Knowledge & Understanding		
Good working knowledge of Microsoft Office package	Essential	Application Form / Interview
First Aid	Desirable	
Child protection matters	Desirable	
Understanding of the workings of an independent school	Desirable	
Skills and Competencies		
Excellent interpersonal skills	Essential	Application Form / Interview
Ability to communicate effectively with a diverse range of people of all ages and at all levels	Essential	
Competent at sewing	Essential	
Proven ability to keep accurate records	Essential	
Attributes		
Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential	Interview
A warm, trusting and sympathetic personality, with the ability to be tactful	Essential	
A flexible approach to duties undertaken and working hours	Essential	
The ability to work as part of a team and on own initiative	Essential	
Empathy with and an understanding of teenage children	Essential	
Experience and enjoyment of working with children	Desirable	
The ability to work under pressure at times and to cope with the physical demands of the post	Essential	
An appreciation of the need to maintain complete confidentiality at all times	Essential	
Well organised with good time management	Desirable	
Practical and able to keep calm in an emergency	Essential	
Other Requirements		
Satisfactorily meeting the College’s employment checks – including Disclosure and Barring Service (DBS) check, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances



Terms and Conditions of Employment

This job description is current at the date shown below. It may be subject to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Working hours:	The post is for 40 hours per week (Monday to Friday – 8.00 am to 5.00 pm or 9.00 am to 6.00pm with an hour's unpaid break), term time only plus one week ie. 35 per weeks per year. Job Share considered.
Salary:	£19,767 per annum actual salary (£23,817 FTE).
Additional benefits:	<p>Free lunches are available during term time and there is parking on site.</p> <p>Membership of the College's contributory pension scheme with The Pensions Trust.</p> <p>Use of College facilities- Library, gym and swimming pool.</p> <p>NB. Accommodation is not provided with this role.</p>

To apply for this position, please send an application form to jobs@hppc.co.uk .