



**Job Title: Matron.  
Grade: Band 05, Scale 07.**

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

**Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



## Core Purpose

Provide a high level of pastoral care for individual pupils through personal support and communication with Boarding Staff.

## Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

To have a good understanding and awareness of the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance abuse and child protection.

To be familiar with National Minimum Standards for Boarding Schools and ensure compliance with them.

Assist with supervision of pupils within the school when required.

Be available for cover for sickness of other Matrons.

Support within boarding houses when required with pastoral care of boarders

Be available and flexible to accompany boys to hospital in event of emergency when on duty (which may on occasions run beyond normal working hours for that day)

Support senior matron on all aspects of medical provision.

Provision of medical services to pupils and staff.

Administering prescribed and over the counter medicines in accordance with school's Medical Policy.

Refer any medical matters to GP at Cannington Health Centre if any doubt or concern and liaise with Health Professionals at Health Centre.

To respond to medical emergencies as well as routine appointments, escorting pupils as needed to Health Centre or hospital

To attend to any ill pupils within sick bay or houses and decide upon appropriate course of action.

Ensure that appropriate pupil records are kept accurate, up to date and stored securely.



Undertake counselling duties in respect of “homesick” pupils.

Assist with the provision and monitoring of First Aid Kits throughout the school and for school trips.

Keep parents / House parents informed of any medical issues concerning their son.

Maintain lost property stock with support of returning to its owner.

Assisting with linen change days within boarding houses on a weekly rota.

### Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
<b>Qualifications/Experience</b>	<p>Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Hold a current driving licence.</p> <p>Experience of working in health /medical sector.</p> <p>Management of medical matters relating to young</p>	<p>First Aid at work</p> <p>Nursing qualification</p> <p>Experience of working with colleagues from other schools</p> <p>Proven success working with young people.</p>

	<p>people, including the management of prescribed and non-prescribed medicines</p> <p>Ability to make sound judgements on standards of provision and provide quality feedback.</p>	
<b>Knowledge/Skills</b>	<p>Good communication skills</p> <p>Flexible in approach to all work undertaken; be able to multi task</p> <p>Ability to relate to students and adults at all levels</p> <p>Capable user of IT.</p> <p>Empathy and positive regard for young people.</p>	<p>Flexible, adaptable and able to prioritise, resilient under pressure.</p> <p>Ability to use systems in place to ensure an excellent service is provided to Pupils and Staff.</p> <p>Possess the personal initiative to head off any difficult issues that are preventable, but able to be assertive when required;</p>