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# **HOLMEWOOD HOUSE SCHOOL**

**Matron/Healthcare Assistant**

Holmewood House is a vibrant and thriving Preparatory school on the outskirts of Tunbridge Wells with 460+ pupils.

Holmewood House is a non-selective school where, according to our recent ISI report, ‘The quality of pupils’ academic and other achievements; and the quality of pupils’ personal development’ were assessed to be excellent.

The following responsibilities shall be deemed to be included in the duties that you may be required to perform:

GENERAL

A matron at Holmewood House School is responsible to the Housemaster/Housemistress for:

• The welfare of the pupils in the House.

• The health and mental care of the pupils in the House.

• The cleanliness, tidiness and state of order of the House.

A matron is expected to fulfil five broad roles:

• Provide a pastoral presence in the House.

• Be the primary point of contact for any pupil in the House who may be feeling unwell or who needs medical/dental treatment.

• Manage the team of cleaning and laundry staff in the House (during term time only).

• Monitor the wear and tear of furnishings, fittings, soft fabrics and linen in the House.

• Be the liaison between the Medical Centre and the Boarding House.

RESPONSIBILITIES

A Pastoral Presence in the House

• Take an interest in the pupils by:

* Listening to their concerns and advising them as seems appropriate.
* Being available in the Matron’s room at appropriate times in the day.

• Ensure the physical well-being of the pupils by:

* Monitoring their overall appearance and the tidiness of their rooms, advising the Housemaster/mistress if/when punitive action is necessary.
* Taking an active interest in their health.

• Ensuring the moral well-being of the pupils (a sensitive objective, hard to qualify but of fundamental importance) by:

* Encouraging them to develop honesty and trustworthiness in their approach.
* Encouraging them to foster a sense of fairness and responsibility.
* Encouraging them to be well mannered and courteous.

• Take note of the coming and going of pupils (and of any visitors) during periods of duty in the House.

• Observe the School Health & Safety Policy in all dealings involving school property, equipment or pupils.

• Advising and consulting with the Housemaster/mistress/ DSL on points of a confidential welfare nature.

Pupils’ Health / Mental Care

• Qualified to administer high level First Aid (training provided as necessary) or beyond.

• Available for consultation in order to advise a pupil whether s/he needs to visit the Medical Centre as a result of feeling unwell.

• Offer primary health advice (as directed by the Medical Centre) to any pupil considered sufficiently unwell to warrant a visit to the Medical Centre.

• Be available to take pupils for medical/dental appointments as may be required.

• Attend meetings with the Medical Centre and play a part in the staffing rota

• Attend periodic meetings with the Deputy Head and Bursar.

Hours

The successful candidate will have 2 days off duty/ week in agreement with the Housemaster and Medical Centre, who have the responsibly for producing the duty rotas. There may be occasions when the Matron is required to be ‘on call’ or on duty during the regular days off. When this occurs, other time will be agreed with the Housemaster and taken in lieu.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a DBS check.