



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

# APPOINTMENT OF A RESIDENT MATRON



## **Start Date**

September 2022 (or sooner if possible for the right candidate)

## **Closing date:**

9am on Friday 29<sup>th</sup> April 2022

**Salary:** Commensurate with experience and qualifications





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## INTRODUCTION

Welcome to Forres Sandle Manor. Established 140 years ago, Forres Sandle Manor is a delightful family centred school with an enviable history. Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family. The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball/tennis courts, as well as beautiful woodland. Significant funds will potentially be spent to construct a new project which will focus on STEM and include art and design facilities. We prepare our boys and girls for 13+ Common Entrance and scholarships to senior independent schools including Canford, Dauntsey's, Bryanston, Sherborne and Claysmore. We have recently announced that we will extend this provision to 16+ from 2024. We have high academic standards and these were strongly endorsed in our most recent ISI report. FSM's leavers have celebrated 100% success rate at Common Entrance. Our location in the beautiful New Forest enables us to offer a broad and exciting curriculum which stretches to the outdoors. Lessons can be taught in the stunning grounds and in the Anglo-Saxon Roundhouse. Full, weekly and flexi-boarding is available and the family atmosphere within the Boarding House helps children relax and feel as if they are at home. Thank you for your interest in joining the staff at FSM. This is an incredibly exciting time to be joining the school.



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## Location

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal towns of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England. The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.

## Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure, a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent; teachers demonstrate concern for their pupils and readily listen to their views. The School's aim is to provide a supportive, physical, emotional, and intellectual environment, its ethos best encapsulated in the statement that "Happy Children Succeed".





# ROLE

A vacancy has arisen for a resident Matron to extend our current whole school matron/nursing provision, and to join the boarding team at Forres Sandle Manor School. A single person or a couple would be considered for the role. The prime purpose of the role is to support the medical provision within the school and to support the Houseparents and boarding staff with the pastoral care of our full, weekly and flexi boarders throughout the weekdays and at weekends. Accommodation is provided as part of the role.

Boarding has a significant role to play in the life of this prep school which will shortly be growing to GCSE. This is an exciting time to join the School and to be an integral part of the boarding department at FSM. The boarding house will be going through a significant period of investment and refurbishment to facilitate an increase in boarding numbers and age range of our boarders. The current provision welcomes boarders from the local area, the HM forces and from overseas. We currently offer a flexible boarding provision with flexi, weekly and full boarding all offered.

A full job description and person specification can be found on the next page





# RESIDENT MATRON JOB DESCRIPTION

Responsible to the Headmaster and Head of Boarding

## **Purpose:**

The position of Matron is one of significant importance and responsibility. The Matrons at FSM have a special role in helping the Head of Boarding create a happy and well-disciplined atmosphere throughout the House. Matrons are 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 the school and boarding house. Ultimately, the objective of our Matrons is to play a significant role in establishing a 'home away from home' environment in which the boarders feel safe and are happy.

## **Medical Matters**

- To provide medical care to all pupils who are unwell for any reason or in need of medical attention such as dental care or physiotherapy. This may involve direct contact with the school dentist, doctor or the hospital.
- To respond to medical emergencies as well as routine appointments, escorting pupils as needed. This may also include Orthodontist appointments at the parents' request.
- To ensure that appropriate pupil medication administration records are kept up to date and that they are stored securely; to ensure all medical cabinets and first aid kits are kept stocked as appropriate and to liaise with both boarding and teaching staff in order to share any health or medical concerns.
- To administer any medication in accordance with school protocol.
- To hold and regularly update a First Aid and medication administration qualification as prescribed by the School.
- To provide medical assistance to all pupils during the day and to support sports' fixtures with medical supervision.



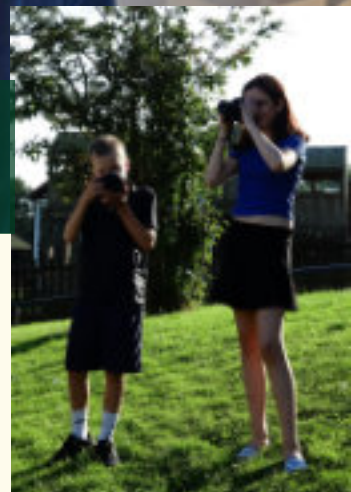




# RESIDENT MATRON JOB DESCRIPTION (cont)

## Pastoral Responsibilities

- To operate in accordance with school policies and procedures as set out in the Staff Handbook and Boarding Staff Handbook
  - To help maintain a stress-free, secure and happy community for the pupils whilst promoting and developing a positive school ethos
  - To help ensure unobtrusive but regular communication with all pupils in the house.
  - To assist the houseparent's with duties and supervision of boarders in the mornings and evenings as per the duty rota.
  - To liaise with parents and/or guardians of students in the house about matters concerning domestic, welfare and medical issues, in consultation with the boarding staff
  - To contribute to the induction arrangements for new pupils joining the house and to ensure that any 'settling in' problems are discussed with the boarding staff team.
- To provide a sympathetic presence in the house, and to be sensitive to those who are having difficulties coping with school life and to liaise closely with other relevant staff concerning the progress and welfare of pupils.
- Have the capacity to lead by example and ensure the highest standards of behaviour of the pupils whenever they are in the House
  - To assist in the organisation of extracurricular activities, particularly at weekends
  - Have the ability to develop and maintain positive relationships with teaching and other support staff and the wider community to include the Prep School
  - Lead by example and promote and develop a positive school ethos at all times.
  - Undertake other reasonable duties as required by the Head of Boarding or the Headmaster.





# RESIDENT MATRON JOB DESCRIPTION (cont)

## Administrative Responsibilities

- To update the boarding logs and other boarding associated paperwork to share information to boarding staff on a regular basis.
- To attend staff and boarding meetings as required
- To participate in the staff appraisal system
- To participate in professional development training as requested

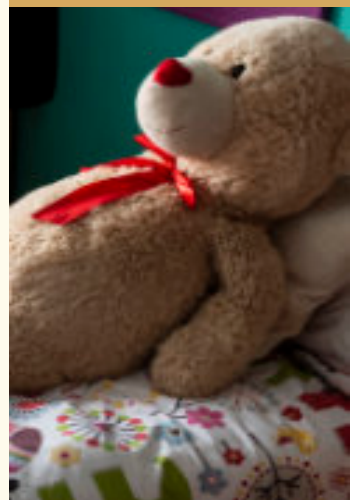
## Domestic Responsibilities

- To see that the rooms are regularly cleaned both by the housekeeping staff and, in part, by the pupils.
- To carry out designated duties in collecting and checking laundry.
- To assist in the preparation of the Boarding House and the rooms before the start of each term, and the clearing and tidying of the House after the end of term, considering any work planned during the holidays and any holiday-letting requirements.

## Hours of work

It is not possible to lay down specific hours of work to cover emergencies, such as a pupil's illness during the night, but in general a Matron is expected to be available to deal with both routine matters and emergencies as they arise. There will be times of extreme activity and pressure as well as times that are less busy. 2 days off per week will be specified and this will usually be 1 week day and 1 weekend day.

Holidays 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.







# PERSONAL ATTRIBUTES

The successful candidate will have the following skills, experience and qualities:

## Skills and Experience

- Good written and oral communication skills and interpersonal skills at all levels
- Good organisation and administration skills
- Good I.C.T. skills (Microsoft office, email, database)
- Ability to cope calmly and effectively with emergencies when they arise
- Adaptability to deal with changing needs of a busy boarding house
- Good team player, cooperative and helpful
- Experience in dealing with medical situations and first aid useful, but not essential.
- Experience of working in a boarding house useful, but not essential as training will be provided.

## Personal Qualities

- Leading by example in honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Ambition, energy, enthusiasm and commitment
- Sensitivity and empathy, patience and, most of all a sense of humour
- You will be a self-motivated and enthusiastic professional who is committed to the education of young people in a residential environment and have excellent inter-personal communication skills.







# HOW TO APPLY

Applicants should complete the school's application form and submit this by email to Sadie Pretty (HR Manager) [office@fsmsschool.com](mailto:office@fsmsschool.com). The application form is to be accompanied by a covering letter addressed to the Interim Headmaster, Mr Rob Tasker of no more than one page.

The closing date for applications is 9am on Friday 29th April.

We reserve the right to interview at any point during the recruitment process so **early applications are encouraged.**

If you would like to discuss the role with the Headmaster, please email the Head's PA, Julia Holbrook [jholbrook@fsmsschool.com](mailto:jholbrook@fsmsschool.com) to book a call or visit.

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

We are an equal opportunities employer.

