



FORRES SANDLE MANOR
FORDINGBRIDGE

PART TIME SCHOOL MATRON

Closing date: 12pm Monday 20th March 2023

Interviews: Week Commencing 3rd April 2023

How to apply: Please submit your application form and covering letter to Sadie Pretty, HR Manager recruitment@fmsmschool.com.

Please download an application form at www.fmsmschool.com/vacancies

ADDITIONAL INFORMATION

- Role to commence from 1st September 2023.
- The precise role of the Matron will be tailor made to suit the skills, strengths and interests of the successful applicant.
- 20 hours per week, Term Time only.
- £9,495.00 per annum
- Accommodation in our beautiful Manor House offered in exchange for additional boarding responsibilities.

THE ROLE – Part Time Matron

For September 2023, Forres Sandle Manor seeks to appoint an enthusiastic and committed Matron to join our day and boarding team.

The successful candidate will provide a significant and important contribution to the overall welfare of the pupils in the school, and fully understand the importance of boarding provision and pastoral care. Bringing passion and enthusiasm to the position will be a given. The role will include some evening and occasional weekend work, which is to be expected in a thriving boarding community.

They will have the opportunity to join our small, friendly and caring community of staff and students. A willingness to contribute to the wide co-curricular and community activity of a lively day and boarding school situated in this beautiful part of the UK is essential.

We are seeking to appoint a dedicated and committed individual who has a passion for providing outstanding pastoral care as we look to expand our residential Matron and Boarding Team in anticipation of the move from Preparatory School to GCSE ages from 2024.

Our Matron will join the current team of Matrons and House Parents and undertake a vital, hands on role within the School's Boarding House. Under the guidance of the Head of Boarding, the Matrons work as part of the House Teams to provide pastoral, social, moral and administrative support for the pupils and maintain the rules and ethos of the House.

Matrons are the constant presence in the House during the day and evenings as they manage the day-to-day running of the House, dealing with issues as they arise.

We are committed to the safeguarding of children and young people and we expect all staff to share this commitment.

All applicants will be subject to pre-employment screening, which includes an enhanced DBS and reference check prior to appointment.

JOB ROLE

- To support the Pastoral wellbeing of all boarding and day pupils.
- The hours of duty are term time only plus sufficient time at the beginning and end of holidays to ensure the boarding house is prepared.
- To attend to the medical needs of the pupils and record this information effectively.
- To role may require some weekend work, on a rota basis.
- To support the ethos and vision of the school.
- Accommodation may be available for the right candidate (Matron and HP role).

MAIN RESPONSIBILITIES

- To have a genuine interest in the boarding pupils in their care and develop positive, respectful relationships with them in order to best support their individual needs.
- To work with the School Nurse to arrange medical appointments and attend these when needed.
- Transport pupils to hospital where appropriate.
- To communicate with parents effectively to update them with any pastoral or medical concerns.
- Always log details in the 'duty book' and any medical updates on 'school base' (School MIS).
- Work with the Matron team to ensure laundry, sports kit and bedding are organised and distributed for the boarders.

- To monitor the welfare and wellbeing of the boarders.
- Carry out such duties that may be required by the Head of Boarding and Senior Matron.
- Help new boarders settle and to look after all boarders on a day to day basis and helping them individually to cope with any crises in their lives.
- Along with other boarding staff; help to create a friendly and happy atmosphere in the boarding house.
- Ensure the boarding house is kept clean, tidy and homely, including regular room checks.
- To liaise with relevant staff and ensure that satisfactory and safe standards are maintained in the boarding house, including reporting any necessary repair or maintenance to the Maintenance team.

PERSONAL ATTRIBUTES

- Ability to build supportive and effective relationships with colleagues and pupils (Essential)
- Reliability (Essential)
- An ability to make pupils feel safe and enable them to be successful (Essential)
- Ability to plan time effectively (Essential)
- Adaptability, resilience, energy and enthusiasm (Essential)
- Strong organisation and administrative skills; including email and google systems (drive, docs and sheets). (Essential)
- Experience of leading a team (Desirable)
- Experience of working in a boarding school environment (Desirable)
- Ability to work collaboratively as part of a team (Essential)
- Good written and verbal communication skills (Essential)
- Able to understand the concepts of safeguarding children in education and a commitment to uphold the requirements of KCSIE and NMS (Essential)