



## Matron - Job Description

September 2021

The Downs Preparatory School strives to deliver exceptional pastoral care. The Matrons are vital members of the community. Primarily, they are responsible for delivering the appropriate care, be it medical, pastoral or social. In order to carry out these roles, firm, fair and friendly discipline is essential. It is also essential that the Matrons are approachable and friendly to all the children.

A number of the Matrons' responsibilities are listed below. However, it is not possible to identify all the aspects of the role. It must also be emphasised that the working environment of The Downs is dynamic and as a result it is likely that the role changes over time, and the duties will be supplemented and/or changed with other tasks from time to time.

It is anticipated that all members of staff will take great pride in The Downs. They will work hard to become effective members of the outstanding 'staff team' and the close, happy community. Described by ISI as a 'very demanding but very nurturing environment' it is vital that members of staff are also *fully* committed to the 'all round ethos' of the school - which is exacting but wonderfully rewarding – whilst simultaneously being committed to the pastoral needs of each child.

<b>Summary of the role</b>	To support the welfare of the children – emotionally, medically and socially.
<b>Line management responsibility to:</b>	Head Matron
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>• Members of staff will unreservedly promote and safeguard the welfare of children and young persons for whom they are responsible and with whom they come into contact.</li> <li>• Members of staff will employ the 'Whistle Blowing Policy' as described in the Staff Handbook at any time they consider a child to be vulnerable.</li> </ul>

<p><b>Care of Children</b></p>	<ul style="list-style-type: none"> <li>• The Matrons are expected to suitably administer appropriate medical care to the children – dispensing medicines, attending to injuries, looking after children with illness, disposal of body fluids.</li> <li>• The Matrons must be in attendance of school matches in case of injury. This is particularly relevant to rugby matches. They are the first call to tend to an injured player, whether a Downs pupil or a pupil from a visiting school.</li> <li>• Matrons are the first call point where children have been sick, are injured or have soiled themselves. These children are taken into the care of the Matron who will treat the child, make contact with the parent/carer and look after them until they are transferred into the care of their parent/carer.</li> <li>• The Matron on duty will follow up sickness and injury with parents in accordance with the School's protocols and will record the information and inform relevant staff.</li> <li>• The Matrons are expected to take a genuine interest in the children.</li> <li>• The Matrons are required to keep the children's medical records up-to-date and highlight any allergies or 'matters of concern' for other staff.</li> <li>• All children's match kit is laundered and organised by the matrons. Some ironing is also required from time to time.</li> </ul>
<p><b>Supervision of Children</b></p>	<ul style="list-style-type: none"> <li>• The Matrons must encourage all the children to look after their clothes appropriately.</li> <li>• The Director of Sport is in charge of the Sports Hall and as a consequence, she implements and monitors various policies relevant to the management of the Sports Hall and changing rooms. The Matrons however assist in ensuring that the games clothes etc are appropriately managed by the children and all lost property is correctly dealt with.</li> <li>• Being responsible for the general welfare of the children, the Matrons have to supervise the changing room areas when the children are showering after games. Such supervision restricts inappropriate behaviour and ensures the children are hygienic.</li> <li>• The children regularly play outside in all weathers. The Matrons must ensure that the children are appropriately dressed.</li> <li>• The children keep various items of clothing in various different places. The Matrons must make sure that these areas are tidy and that children look after their clothes appropriately.</li> <li>• The Matrons are expected to head a lunch table and take a lead in encouraging the children to eat correctly at mealtimes.</li> <li>• A Matron manages Pre-Prep After Care in rotation.</li> <li>• Match kit is audited and handed out to children by the Matrons.</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• The Matrons must monitor medical supplies and regularly replenish it in line with Health &amp; Safety regulations. This will include first aid boxes and medicine cupboards.</li> <li>• It will be necessary for the Matrons to undertake some domestic duties such as laundry and ironing.</li> <li>• All incidents of care administered must be recorded in a clear manner in the Matrons' Daily Log.</li> <li>• Matrons must ensure that accidents are reported in the Accident Book in accordance with the School's Medical Treatment and First Aid Policy and that the Bursar is informed. The School's database (SIMS) must also be kept up to date with incidents recorded in a timely manner.</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• The Matrons are expected to regularly undertake training that will improve their performance. Such training will include standard First Aid and specific medical training as required.</li> </ul>