



Residential Matron Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.



The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Monkton is seeking to appoint a dedicated and professional Residential Matron to join our small, hardworking and friendly medical centre team.

The aim of the role is to provide emergency overnight medical cover for the school from 6:30pm until 8am (11am on a Sunday), six nights a week during term time.

To support pupils' health and wellbeing so that they can fully participate in school life and provide health care to members of the school community. In both areas, the medical centre team strive to develop and maintain positive and mutually supportive relationships with the wider school community, particular those at the core of our exceptional pastoral care.

NB: the School has three half term holidays and normally five leave out weekends (compulsory and non-compulsory) during the School year. The Residential Matron would not normally be required to work during compulsory leave periods.

To fulfil the role as Residential Matron, you will be living in School accommodation (Lace Flat). The accommodation will be free of rent, heating, fuel and light charges (taxable benefits), although you will pay Council Tax. (Subject to the terms of the Service Occupancy Agreement).



Job Description

Relationships: The post holder is responsible to the Nurse Manager, the Deputy Head (Pastoral) and the Vice Principal.

Fundamental Task: To provide emergency overnight medical centre cover for the school from 6:30pm until 8am (11am on a Sunday) for 6 nights per week.
The willingness to cover some shifts during the day for additional pay would be advantageous. The post holder is able to take additional work in another institution during the day should they choose to do this.

Specific Duties:

- Provision of basic medical care as a First Aider when nurses are off duty
 - Administer First Aid, when necessary
 - Administer certain drugs / medicines, when necessary and as trained
- Provide a welcoming atmosphere in the medical centre overnight
- Maintain appropriate medical records whilst on duty
- Liaise with the Nurse Manager
- Liaise with the School Nurses
- Liaise with the Principal's office as required
- Liaise with the Child Protection (Safeguarding) Officer (CPO).
- Liaise with parents, as appropriate.
- Liaise with and advise the Principal, Deputy Heads, Houseparents, Chaplain and other staff about medical and pastoral matters, as appropriate, whilst maintaining pupil confidentiality, wherever possible.
- Take responsibility for continuing personal education and development in areas relevant to the job. This may include attending medical meetings at the Doctors surgery from time to time

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Coaching Ethos: Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	A commitment to professional development	√	
	First Aid Qualification	√	
	HCA or Nursing qualification (required should the post holder take on additional day shifts)		√

		Essential	Desirable
Experience	Will need to have the professional competence and experience required to fulfil the duties outlined	√	
	Experience of using databases, email, the internet and other IT systems	√	
	Previous experience of working in a childcare setting		√

		Essential	Desirable
Knowledge and Understanding	Knowledge of relevant regulations	√	
	Equal Opportunities, Health and Safety and Child Protection	√	



		Essential	Desirable
Skills	Good listening skills, patience and an understanding of the emotional needs of teenagers	√	
	Must be able to work well with others and keep open channels of communication with other team members, parents, pupils and staff, whilst maintaining confidentiality	√	

		Essential	Desirable
Personal Attributes	Ability to build a genuine rapport with pupils	√	
	Good team worker; be able to shoulder responsibility and make wise decisions, be enthusiastic in the wide variety of roles and needs that the Medical Centre undertakes to meet.	√	
	Confident and not requiring close oversight or frequent guidance.	√	
	Warm hearted and sympathetic to deal with youngsters in distress and yet be firm and discerning.	√	
	Full sympathy with the Christian ethos of the School and be able to take the Christian perspective into account in counselling situations, while being sensitive to those with different or uncertain beliefs.	√	

Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)