

Job Title: Full Time Matron Location: Prep/ Preprep School

Reporting to: Headmaster Contract: Permanent

Overall Purpose of the Job:

To provide care and medical attention to the children of the school aged between 2 and 13 and be responsible for the provision of first aid during term time.

Principal Responsibilities:

- Care for children who become ill or have accidents whilst at school.
- Maintain accurate records of all illness, accidents and incidents.
- Ensure that the school's procedures with regard to illness, administration of medication to children and recording of accidents are strictly followed.
- Have full knowledge of all medical conditions, including allergies, of all children in the school
- Keep parents informed about children's illness or accidents.
- Drive pupils to the doctor or hospital when necessary.
- Manage the school's dispensary ensuring medication is left for the Boarding member of staff on day, evening and weekend duty.
- Manage the first aid provision ensuring first aid boxes have adequate supplies, ordering when necessary.
- Ensure school is compliant with required numbers of First Aid Trained staff, organising the training and keeping records up to date.
- Conduct regular hygiene checks for head lice, nails and teeth.
- Undertake health talks with year groups as required
- Organise and liaise with Kent area office regarding school vaccination programmes
- Attend Health & safety meetings
- To operate the school uniform shop, stock take and order supplies as required
- Repair boarder's uniform as required and sewing on of all name tags
- To be onsite during the NPS language centre programme to provide medical cover to children participating in the programme.

- To fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy* which is set out on the Intranet.
- Fulfil other reasonable duties as directed by the Headmaster.
- This job description is subject to review and change as necessary.

Decision Making Responsibilities:

Discretion to make decisions under general guidelines, referring to Line Manager for policy and professional decisions.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

A current paediatric first aid qualification

A calm and caring manner

ICT literate

Ability to communicate clearly and effectively

Flexible and proactive attitude to work

High standard of personal presentation

Driving licence

Desirable requirements:

Paediatric nursing qualification

Good understanding of French

Experience working in an IAPS Boarding School

Salary and benefits

Salary: £ 16,876

Pension: The position holder is eligible to be a member of the NPS Group Pension Scheme.

Meals: The position holder is entitled to free school lunch when on duty.

Holiday: The statutory minimum holiday entitlement under the Working Time Regulations 1998

which is to be taken during school holidays. In addition, the position holder is not

normally required to work during normal school holidays other than during the Language

Centre, 3 days for running the uniform shop and for staff training days prior to the

beginning of term. Public holidays occurring when the School is in session will be working

days.

Working hours:

Normally 08.00 hrs to 17:00hrs Monday to Friday and alternate Saturdays term time only plus three weeks of summer language school. Unpaid daily lunch break of 30 minutes between 12:15hrs and 12:45hrs.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Agreed by Headmaster	Agreed by Jobnoider
Date	Date