



WINCHESTER
COLLEGE

MATRON

CANDIDATE INFORMATION PACK

CLOSING DATE FOR APPLICATIONS

MONDAY 8 MAY 2023

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.



About the role

The Matron is resident in the Boarding House and, in conjunction with the Housemaster, is responsible for the pastoral care and well-being of approximately 65 pupils, aged 13-18.

Together, the Housemaster and Matron are responsible for creating a warm, supportive home community, establishing a strong rapport of trust with pupils and colleagues and working in partnership with others to promote the health and wellbeing of our pupils.

They encourage pupils to contribute positively to the House and the wider school, encouraging them in their extra-curricular activities, with a strong emphasis on mutual support and respect.

The Matron is responsible for the management of the House and its domestic staff.

A relief matron allows for time off during the week.





Main Responsibilities

Pupil Welfare

- a) Provide pastoral care and support for pupils, ensuring that their health and safety, physical, social, emotional, medical and mental wellbeing are properly cared for.
- b) Ensure that any safeguarding concerns are identified and reported to the DSL / Deputy DSL in accordance with school policies.
- c) Provide support for new pupils as they settle into the school and to boarding life, being aware of any pupils who are homesick or needing extra care.
- d) Liaise with parents on domestic, medical and welfare matters and keeping the Housemaster informed.
- e) Obtain prescribed medicines, retaining in accordance with current regulations, and issuing as required.
- f) Run the House surgery, dealing with minor ailments and injuries and caring for pupils who are unwell in the House. This includes:
 - i. Carrying out an initial diagnosis and referring pupils to the Medical Centre if appropriate;
 - ii. Ensuring pupils take medicines when required;
 - iii. Updating iSAMS (the schools information management system) to record pupil absence or illness;
 - iv. Retaining a record of pupils' illnesses and their treatment;
 - v. Ensuring relevant staff are aware of pupils with allergies and serious medical conditions in accordance with medical protocol;
 - vi. Organising and escorting pupils to and from appointments at hospital, opticians' appointments and dental surgery.
- g) Liaise regularly with the Medical Centre about pupils' medical treatment.
- h) Assist the Housemaster in supporting pupils experiencing personal difficulties.
- i) Investigate any pupils' absences from lessons, events, appointments etc.
- j) Take an interest in pupils' extra-curricular interests, and where possible, attend extra-curricular events.
- k) Assist the Housemaster in the organisation and delivery of social and fun events for the pupils (e.g. themed dinners, trips to ice rink etc.).

Meal Times

Pupils eat all their meals in the House unless participating in external outings or sports fixtures. This is considered a key part of the day giving an invaluable opportunity for informal time with the pupils. The Matron should:

- a) Be present at most meals, particularly lunch and tea.
- b) Ensure this time is used as a chance to catch up with the pupils in an informal way and keep an eye out for any pastoral concerns.
- c) Be aware of any pupils not attending meals and follow up unplanned absences.

General day-to-day management of the House

The Matron will be responsible for and supervise the general management of the House as discussed/agreed with the Housemaster and supported by the Catering Management Team and HR Department within the financial budget set for the House. This includes:

- a) Reconciling and authorising invoices.
- b) Monitoring the condition of the House and equipment; liaising with Works Department or other agencies when any areas or equipment require repair.
- c) Ensuring that high levels of cleanliness are maintained in the House.
- d) Maintaining stocks of cleaning supplies, household items, bedding and mattresses.
- e) Arranging for regular deep cleaning, carpet cleaning, washing of curtains etc.
- f) Liaising with the school's commercial lettings department (Enterprises) when the House is to be used for lettings.
- g) Liaising with the Catering Management Team, for all matters relating to food.



Staff Supervision

The Matron will be responsible for supervising House staff with support from the HR Department. This includes:

- a) Ensuring adequate staffing provision, informing the HR Director and Housemaster of any changes and when staff leave.
- b) Line manager responsibility for the Relief Matron and the Domestic staff, including annual appraisals.
- c) Ensuring that appropriate cleaning schedules are in place and regularly monitoring that they are being followed.
- d) Arranging cover for absent staff via the appropriate channels.
- e) Ensuring that a personal handover takes place when the Relief Matron starts and ends her shift.
- f) Requesting recruitment adverts to be placed when necessary and interviewing and appointing staff, in consultation with the HR Director in accordance with current procedure as advised by the HR department.
- g) Bringing disciplinary or performance matters to the Housemaster's and HR Manager's attention.

Catering

The Matron will work with the Catering Management Team, who have overall responsibility, to ensure the catering provision within the houses meets accepted levels. This includes:

- a) That required standards and quality of food are met and that any special dietary requirements are provided for.
- b) That the proper food hygiene and environmental health practices are followed.
- c) Holding regular meetings regarding food with the Head Chef and Catering Management Team, and the House Food Committee.

Laundry

The school has its own central laundry. The Matron will be responsible for:

- a) Supervising arrangements for the pupils' linen and laundry service, liaising with the school Laundry Team when necessary.
- b) Arranging for the sewing on of name tapes and minor repairs of clothes for pupils.

Health and Safety

The Matron will assist the Housemaster in meeting Health and Safety standards in the House for both pupils and staff.

This includes:

- a) Assisting the Housemaster with Risk Assessments; obtaining advice from the Health and Safety Officer where appropriate.
- b) Assisting the Housemaster in ensuring that fire equipment tests are carried out as required by law.
- c) Carrying out internal training for staff as required.
- d) Maintaining an up to date record of all staff training.
- e) Ensuring House and pupils' electrical equipment is available for PAT testing when scheduled.

f) Ensuring First Aid boxes are fully equipped in accordance with current guidance.

g) Maintaining an accurate record of any accidents.

Other

The Matron will be expected to:

a) Meet regularly with the Housemaster and keep him informed of relevant matters involving the pupils or staff.

b) Assist the Housemaster with the entertainment of pupils' parents.

c) Assist the Housemaster with beginning and end of term arrangements.

d) Attend termly meetings organised by the Chief Operating Officer.

e) Participate in an annual appraisal system for Matrons.

f) Maintain professional development and competence by attending training events.

g) Liaise and communicate with other departments in the College or external agencies.

h) Assist the Housemaster in such other duties when reasonably required.





Terms and Conditions

Start date

September 2023.

Salary

Salary will be £30,585 (£39,761 FTE), commensurate with qualifications and experience. Salary is paid monthly, in arrears, to a nominated back account in 12 equal payments. Salary levels are reviewed on 1 September annually and this appointment will be next reviewed in September 2023.

Hours of Work

The 'normal' working hours each day are: 8.00am to 2.00pm, then 6.00pm to 7.00pm and 9.00pm to 10.30pm. One and a half hours are floating hours to be worked if required in the afternoon, particularly to deal with routine medical matters. If these floating hours are not worked then they can accrue to cover busier days.

Between 2.00pm and 6.00pm the Matron is “on-call” in the event of any emergency and, though not required to be in the house, should be contactable via their school mobile.

It is considered important that the Matron has a break between 7.00pm and 9.00pm each day and they should feel free to use it as leisure time when they are not required in the House.

The Matron is on call overnight, except when the Relief Matron is on duty.

Time Off

The Matron is entitled to a continuous period of 30 hours off each week in term time. If all parties involved are in agreement it is hoped that there may, on occasions, be flexibility regarding the specific days taken. The Matron may be required to work increased hours for up to three weekdays at both the beginning and at the end of each of the three major school holidays.

Accommodation

The Matron is required to be resident for the proper performance of their duties, including pastoral duties. An unfurnished flat is provided free of rent and is exempt from any charges for Council tax, gas and electricity. The flat may also be occupied during College holidays. There is a tax liability on the benefits in kind of provisions and the utility services.

Food

The Matron can, if they wish, consume all meals cooked from the House kitchen when on duty during term time only.

Holidays

The College leave year runs from 1 September to 31 August. This position will be entitled to the statutory holiday requirements. These are presently 28 days, including Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.

Probation and Notice Periods

The first four months of employment will be a probationary period. During this time, conduct and performance will be reviewed. The College may extend the probationary period if it is deemed to be required. During the probationary period the notice required to terminate employment will be one week (by either the employee or employer). Once employment is confirmed, the notice period will increase to one full term.

Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches.

There is an annual personal development review offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

Pension and Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 5% and the employer 3%.

After 9 month's membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

Sports Facilities

The school offers staff free access to its excellent sports facilities, including gym membership, tennis courts and in 2023, a new 25m swimming pool. Exercise classes, including spinning and circuits are also available.

Wider Benefits

Winchester College is located in the surrounds of England's Anglo-Saxon capital. Its medieval architecture is well preserved within the original grounds, which overlook the South Downs National Park and the River Itchen. Staff are offered a free tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events. There is also free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events. On-site car-parking is available and free staff lunches are offered daily during term time.

Enhanced Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or in their absence the Deputy Designated Safeguarding Lead.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.

How to Apply

If you have any questions about this vacancy or the recruitment process, please email recruitment@wincoll.ac.uk.

Further information about the school can be found at www.winchestercollege.org.

Only applications completed on the school website will be accepted. Please attach a full CV and covering letter with your application.

Closing date for applications: **Monday 8 May 2023**.

The school reserves the right to appoint prior to the closing date.

APPLY HERE

Those wishing for an informal conversation about this role are invited to speak to Rebecca Meads, Senior HR Manager, rm@wincoll.ac.uk

Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the Data Protection Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office; its registration number is Z5751669.

Any queries about this policy or how personal data is processed by the school should be referred to the Data Protection Liaison Officer.



About Winchester College

In February 2021, Winchester announced a bold new vision and a significant programme of change. *Winchester College in the 21st Century* describes the School's ambitions for its future and heralds the start of an exciting new phase in Winchester's development.

Winchester was a pioneering institution when it was founded in 1382 and this new vision will ensure the School continues to be a leader and influencer of great education on the modern global stage. The commitment to provide an intellectual education of exceptional quality and breadth remains unaltered, as do the values which have underpinned Winchester since its foundation. *Winchester College in the 21st Century* will build on these strengths and bring multiple benefits to current and future generations of Wykehamists.

Winchester currently has 700 pupils. Over time, the School plans to admit each year a minimum of 30 day pupils into the Sixth Form (of whom roughly half will be girls) and up to 50 girl boarders. The School will be some 850 pupils, roughly the same as Rugby and Harrow, but smaller than Sevenoaks, Oundle, Wellington and Eton. The number of pupils boarding at the College will remain the same.

The new vision for Winchester includes the following significant changes:

Increasing Access

- The admission of girls and day pupils into the Sixth Form. The College has welcomed day pupils, both girls and boys, into the Sixth Form from September 2022, and it is anticipated that the first girl boarders will join in 2024.
- A significant growth in the College's bursary provision, with the initial objective of a 25% increase, to 150 pupils by 2024.

Academically, Winchester is among the very best schools in the country and is sought after for its combination of superb teaching, pastoral care, sports and activities.

At all levels Winchester encourages pupils to look beyond the curriculum. Div is our unique programme of general cultural studies and offers an excellent preparation for university study. In these lessons, pupils engage with a wide range of subjects, from English Literature to Ancient History to the History of Science.

Pupils in the Sixth Form study linear A-level courses and will ordinarily study three A-level subjects and an Extended Project Qualification (EPQ) alongside Div. Linear A-levels are complemented by the flexibility of the EPQ where pupils are able to more deeply explore their cross-curricular research interests. The EPQ encourages pupils to develop first-class research skills, to synthesise information from a variety of differing sources, and to become accustomed to the demands of independent study.

Music has been central to life at Winchester ever since its foundation, and the school is unique in having maintained its Choral Foundation to the present day. The Music Department is now one of the leading departments in the country, and offers outstanding opportunities to all.

Sport is a major part of Winchester life. There are many fixtures against other schools, and in 2023 the redevelopment of the sports facilities will see a state-of-the-art complex open that will allow all pupils to enjoy and participate in a variety of sports, whilst simultaneously enabling the most talented and driven pupils to train and compete at the highest level.

Much energy is also invested in the Combined Cadet Force, the Duke of Edinburgh Award Scheme, Community Service, and in links with local primary and secondary maintained schools. This commitment provides pupils with many opportunities to work for the benefit of others, inside and outside the classroom, developing the knowledge and skills, and the rights and responsibilities, which will enable them to grow into valuable and productive members of society.

Pupils eat all meals in their boarding houses, talking with their Housemaster/mistress, and interacting with friends, visitors and teachers. We believe that conversational ability, developed both inside and outside the community, equips pupils to talk to anyone, about anything, in practically any situation.

This unparalleled combination attracts pupils from across the world, making Winchester a truly international and diverse community which celebrates every pupil's individuality, passions and potential.

Winchester College is committed to maintaining the founder's original intention of offering an outstanding education to any pupil who would benefit from it, regardless of their financial circumstances, and many of the pupils in the College are being helped financially through the school with substantial bursaries.

Winchester College embraces diversity and inclusion in the workplace and is committed to promoting a fair and supportive environment for all our employees. We work hard to create an inclusive culture where different perspectives are recognised, and our staff feel valued for their individuality and share a sense of belonging. Our aim is to reflect the diverse nature of society and of our pupil body. We are seeking to attract a diversity of talent at all levels, so that our pupils understand and benefit from the breadth and depth of such a diverse community. This means recruiting from the widest possible pool of talent.





Twitter: @WinColl

Instagram: @winchestercollege

Winchester College

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