



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Boarding House Matron



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

"Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life."

- Frank Thompson, Head of Windermere School

LOCATION

Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



SUMMARY OF THE ROLE

Job Title

Boarding House Matron

Hours & Weeks

- Term Time Mon-Fri 2pm to 9.00pm including a half hour unpaid break (6.5hrs per day)
- Term Time Sunday 6:30 to 9:30pm (3hrs)
- 12 Travel Days at the start and end of terms/half terms of 8 hours per day
- School holiday periods – This is a term-time position. Mandatory holiday entitlement is included in your salary. This is equivalent 6 weeks of 35 hours per week pay. All holidays must be taken outside term time.
- Accommodation is available with this post as an option. If you take up the residential option, you may be asked to provide emergency overnight cover from time to time if a colleagues is unwell or called away.

Salary

£11.73 per hour, £18,032 pa, 1,537 hours per year, paid monthly

Closing Date

Friday 19 April 2024

Interviews

Week beginning Monday 22 April 2024

Start Date

August 2024

Overview

We are seeking an energetic and passionate Matron to join our buzzing boarding community. The Matron is a member of staff who works very closely with the boarding pupils. They keep an eye on the general health and diet of the pupils. They look after sick pupils if they are in bed in the dormitories and listen to all the everyday anxieties, expectations, problems and news of the pupils in their care. Matrons are continually attending to all the pupils' needs. They teach pupils good manners and encourage them to show consideration and respect for other people. Matrons are important in identifying bullying and will act immediately in consultation with the Houseparent and/or Deputy Head.



JOB DESCRIPTION

COMMUNICATION

- Read through the House diary to be up to date with any current issues
- Read through the Matron jobs diary and action the list
- Answer the duty office telephone, log and pass on messages as appropriate.
- Before leaving at the end of the shift, discuss that evening with the Houseparent and fill in the house diary in readiness for the next morning.
- Communicate with parents when necessary and provide updates regarding medical, upsets, homesickness, general appearance and uniform of their children etc
- Liaise with other staff as necessary
- Liaise with the housekeeper
- Liaise with the School Nurses, ensure the care of pupils in bed and complete care plans.

PASTORAL & PUPIL CARE

- Establish a positive and supportive relationship with the pupils
- Provide strong pastoral care for all children
- Report all safeguarding concerns to Houseparent and log on MyConcern
- Ensure the rooms are clean and tidy and that pupils keep common rooms and kitchen areas tidy
- Supervise showering/changing/teeth cleaning
- Make sure the children have clean clothes and have changed bed linen regularly
- Complete First Aid Training provided by the School and provide basic First Aid to pupils
- Dispense drugs if necessary and accompany pupils to medical appointments at the hospital or doctors' surgery if necessary. Complete SIMS (Pupil Management System) with any relevant information. Complete medical stock checks.
- Drive pupils to appointments when necessary either in a school vehicle (training provided) or in own vehicle (mileage claim available).
- Collect deliveries daily from the main reception. Parcels to be opened in front of staff.
- Supervise the pupils in the house from 4.00pm until the Houseparent comes on duty.
- Be there to welcome the pupils back at the end of the day to the boarding house with a drink and snack. Keep kitchens well stocked with basic essentials ordered through the main kitchens
- Be in the dining room for tea to eat with the children and to check on eating and table manners
- Oversee prep completion for all pupils.
- Ensure the younger pupils have their bags packed and are ready for the next day of school
- Get younger children ready for bed and make sure that bed times are as exact as possible. Read a story and put the younger children to bed

HOUSE MAINTENANCE & CLEANING

- Report maintenance requests and follow up any outstanding issues
- Have a rolling programme of more intense cleaning jobs to facilitate over time – items such as cleaning of windows, deep cleaning of kitchen, fridges and bathroom area, pictures and light fittings etc
- Do washing when required, collect, dispatch and distribute laundry including dry cleaning
- Termly review and cleaning of the beds and bedding to check they are all suitable.
- Liaise with Houseparent re any issues on maintenance or cleaning
- Complete a whole House Health and Safety checklist each Half Term

SCHOOL WIDE

- Give messages to staff from pupils via email.
- Escort any ill pupils to the designated fire drill area in the event of a fire alarm

CHILD PROTECTION RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/ he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Child Protection Officer.



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