



Fettes College Preparatory School

Matron (Evenings, Non-Residential)



An opportunity has arisen for a matron to join Arran House, the boys' boarding house at Fettes College Preparatory School. Reporting directly to the Houseparents/Senior Matron and working alongside the wider pastoral team, you will be required to fulfil several key responsibilities. The successful candidate will be a fully committed professional; an open and friendly team player contributing to a rewarding and vital part of the whole life of the House, bringing a sense of fun and a willingness to be involved in nurturing the lives of boarders, age 7-13.

The Role

The Boarding Houses are run by the Houseparents who have overall responsibility for the health and welfare of the boarders in their charge. Along with the Houseparents and tutors, each House has one non-resident evening Matron who plays an important support role. This support includes the following main areas:

- General care and welfare of the boarders
- Housekeeping duties
- Medical attention for the boarders
- Communication with parents/guardians
- Administrative tasks
- Communication with other school departments
- Airport transfers

Key Responsibilities

General Care and Welfare of the Boarders

Matron can be an informal contact point for the students and is likely to pick up on individual problems or anxieties very quickly. Matron should:

- Report any incidents of bullying or unkindness, or any serious social or personal issues Matron may have to deal with to the Houseparent;
- Report boarders who appear to be unhappy, but are unwilling to talk about their problems;
- Encourage open relationships so that boarders can discuss their problems freely without fear of retribution;
- Be present as a caring and supportive figure and the eyes and ears of the school whilst on duty;
- Keep a specific eye on all new boarders;
- Ensure good levels of hygiene;
- Escorting students to and from the Airport for unaccompanied minor flights;
- Provide snacks.

Housekeeping Duties

This role includes:

- Ensuring games/swimming kit is clean and labelled;
- Checking fridges are clean and that temperatures are recorded;

- Sewing/darning/repairing boarders' clothes, tagging and naming kit as required;
- Reporting defects that require repair to the estates department;
- Making beds;
- Cleaning out cupboards and tuck boxes;
- Assisting with end of term clean up and packing;
- Doing any laundry that may be required.

Medical Attention of the Children

In general terms Matron will only deal with low level medical needs of the children and all serious issues will be referred to the medical centre staff. Matron will only administer drugs authorised by the medical centre.

Communication with parents

Matron may be present when prospective parents are shown around the house or when parents are entering the house at the beginning of term or other important school occasions. Matron will be expected to always play a full role along with other staff in reassuring parents that their children are in safe hands. This is especially important when dealing with the parents of new boarders.

Administrative Tasks

There are several important if generally routine administrative tasks Matron is expected to perform and a requirement to liaise with various other departments.

Training

On the job training will be received as well as a First Aid Course. Matron will also undertake training in child protection and various other job-related courses.

Person Specification

Qualifications and Skills

- You will ideally hold a recognisable Childcare or Social Care Qualification or be willing and able to obtain this within a given timeframe with our support. It is a requirement that Matron is registered with Scottish Social Services Council (SSSC) or a similar regulatory body.
- A certain level of computer literacy is required.
- Continuing professional development will be required and funds allocated to Matron for the purpose.
- Domestic experience

Personal Qualities

- Communication skills must be exceptional
- Highly organised individual
- Regard for young people and a sense of fun
- Friendly but firm manner



Benefits

This is a permanent term-time role, working:

Monday to Friday 5.45 pm to 8.45 pm (15 hours per week) or 4.45 pm – 8.45 pm (20 hours per week)*

Alternate Sundays 5.45 pm to 8.45 pm (3 hours per fortnight)

**Additional hour per weekday evening is negotiable*

Annual Salary: £12,083 (£14 per hour) paid monthly throughout the year (based on 21.5 hours week)

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- School holidays.
- Parking within the campus grounds. The campus is easily

accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.

- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free meals during term time when you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

Application Process

The closing date for applications for this role is **Friday, 15th March 2024** with the interviews taking place the week commencing 18th March 2024.

To apply please go to our website and follow the link for this vacancy:

www.fettes.com

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any

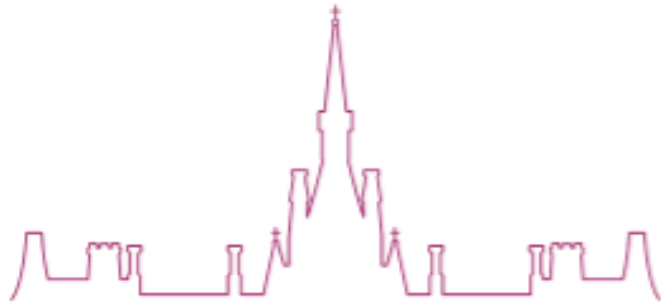
questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

