

Fettes College

Matron Craigleith (Part-time)



An opportunity has arisen for a Non-Residential Matron (term time, part time) to join Craigleith Boarding House at Fettes College. Reporting directly to the Houseparents 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. Craigleith is the 6th form boarding house, opened in September 2007, and accommodates the whole of the Upper Sixth Form during their last year of school.

The Role

The Boarding House is run by the Houseparents who have overall responsibility for the health and welfare of the students in their charge. Along with the Assistant Houseparents, the House Manager and tutors, the House has two non-resident Matrons who play an important support role to the Houseparents in the day to day running of the House. This support includes the following main areas:

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

Craigleith House provides students with the opportunity to learn and apply independent life skills and it is expected that the students will play a large part in helping to keep the House tidy by doing their own washing and ironing and generally taking greater responsibility for their own personal organisation.

The main duties and responsibilities of the role are as follows but given the flexible nature of it, the following list cannot be described as exhaustive.

Key Responsibilities

The main duties and responsibilities of the role are as follows but given the flexible nature it, the following list cannot be described as exhaustive.

- Presence and cover in House - first port of call for students when Houseparents are teaching.
- A key member of the House team, working closely with Houseparents, Head of Sixth Form, Assistant Houseparents and Matrons.
- Get to know the students. Have an open door, someone for the students to talk to, providing practical and pastoral support.
- Chase absences and update registers.
- House maintenance – reporting faults and repairs through the FRED maintenance system.
- Ensuring the House is stocked with stationery and sundries.

- Assisting Matron in the day to day business of keeping the House in order by helping clean and tidy the kitchen and laundry and encouraging students to put their possessions away appropriately.
- Maintaining standards by checking rooms and ensuring pantry rotas are being followed.
- Daily handover with Matron and assistance to cover tasks during the afternoon.
- On hand to take students to appointments if needed or to hospital in emergencies. Where possible time off will be given in lieu where this gone beyond normal hours.
- Working closely with Houseparents – sharing of information both ways, pastoral and academic.
- Be able to dispense medicine as needed, and keep accurate records.
- Basic first aid as needed.
- Work with Matron(s) on end of term shutdowns and beginning of term openings.
- Add value to the life of the House and its students by organising treats, baking, or running a cooking club, for instance.

Person Specification

- Excellent people skills and an approachable and nurturing personality
- Confident in dealing with students, parents and colleagues
- Collaborative and team-working approach
- Shared responsibility approach
- Positive “can do” attitude
- Proactive in spotting what needs done and doing it
- Team player who is willing to get stuck in, use initiative and be flexible in approach and hours
- A willingness to enter into the spirit of the school, and contribute to the wider life and work of the school
- Commitment to safeguarding

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, part-time, term time role working Monday to Friday 2pm- to 7 pm and Saturdays 1 pm -5 pm during school terms, plus two additional days at the end of the Summer Term. Flexibility in the hours of work may be available. Fettes term times can be found here: <https://www.fettes.com/term-dates-senior-school>

Annual Salary: The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate.

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 College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2% employee. Fettes operate a contribution matching scheme up to 12% 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 **31st October 2024**.

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

www.fettes.com

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Craigleith Houseparent, Kirsty du Vivier is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with Kirsty.

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.

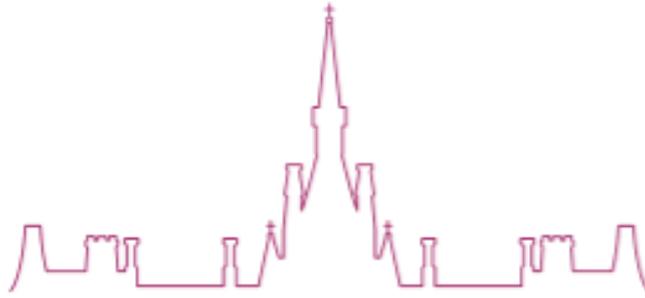
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College,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

