

Fettes College

MATRON (RESIDENTIAL)



An opportunity has arisen for a Residential Matron to join Arniston Boarding House at Fettes College.

The Role

Reporting directly to the Houseparent and working alongside the wider pastoral team, you will be required to fulfil several key responsibilities. Arniston is a girls' boarding house for Third Form to Lower 6th.

The Boarding House is run by the Houseparent who has overall responsibility for the health and welfare of the students in their charge. Along with the Assistant Houseparent and tutors, the Matron plays an important support role to the Houseparent 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

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

Key Responsibilities

General Care and Welfare of the Students

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

- Report any incidents of bullying or unkindness, or any serious social or personal issues, to the Houseparent as soon as possible.
- Report students who appear to be unhappy but who are unwilling to talk about their problems.
- Encourage open relationships so that students can discuss their problems freely without fear of retribution.
- Be present in House when on duty and act as the 'eyes and ears' of the House.
- Keep a specific eye on all new students, particularly those in the Third Form.
- Inform the students about important aspects of hygiene and diet.

Matron should help to provide a friendly, secure environment in what is effectively the students' home whilst they are at school; for example, arranging snacks for students at break times and in the evening or organising a birthday cake for students celebrating their birthday. Matron has a small budget to assist in delivering these home-from-home comforts.

Housekeeping Duties

Matron is responsible for the general cleanliness and smooth running of the House and its facilities. The role includes:

- A daily check to ensure that students keep their study/dorms tidy, change their bed linen regularly and perform their cleaning duties to a reasonable standard.
- Regular checks of the pantry areas to ensure healthy standards are maintained.
- The preparation of clothing items for dispatch to the laundry and checking these items on their return.
- The purchase of some cleaning materials.
- Washing/drying (in House) of Games kits.
- Sewing/darning/repairing torn or worn clothing and tagging name tapes when appropriate.
- Reporting defects that require repair or any issues of health and safety requiring attention to the relevant department (usually Estates but in serious cases the Bursar).
- Assisting with regular “testing” of the fire alarm system and associated equipment

Each House has its own cleaners who are part of the school wide cleaning team managed by the Head of Housekeeping. House cleaning staff will normally liaise with Matron on a day-to-day basis. In the event of disputes or problems, Matron will revert to the Head of Housekeeping to resolve them. All House maintenance needs are dealt with by the Estates Department, by reporting through the maintenance electronic system, FRED. Matron will liaise directly with the Estates Department to follow up on approved work requests until they are completed.

Medical Attention for the Students

The school operates a central Medical Centre which is open throughout the week and which is staffed by registered nurses supported by the school Medical Officer. The Medical Centre staff will advise Matron on any medication to be administered in House. Matron will keep and dispense such medication in House as and when they are required or during the daily in-House surgeries held for this purpose. In general terms Matron will deal with the low-level medical needs of the Arniston students and all serious medical issues will be referred to the Medical Centre staff. Matron will arrange for the students to attend medical or dental appointments and where appropriate accompany them to hospital or surgery.

Communication with Parents/Guardians

On the understanding that the Houseparent must be kept fully informed of absences and requests that require his approval, Matron may be required to act as the initial contact point for parents/guardians for the following approval:

- The reporting in of day student absences
- Request for overnight stays from day students
- Recording and administering Recommended Leave lists and requests
- Travel arrangements at the end and beginning of term
- Any minor domestic issues for which a parent/guardian might need assistance from Matron (replacement uniform, ordering a taxi for a day student for example)

Matron will usually be present when prospective parents/guardians are shown round the House or when parents are entertained in House at the beginning and end of terms or on other important House occasions. Matron will be expected to always play a full role along with the other House staff in reassuring parents/guardians that their children are in safe and competent hands. This is especially important when dealing with the parents/guardians of new students.

Administrative Tasks

There are several important if routine administrative tasks Matron is expected to perform. Amongst others:

Recording all consultations, treatments given and doses of medicine dispensed in House

- Recording student absences, student appointments and related matters
- Recording laundry lists and related student charging sheets
- Keeping financial records of all purchases made for House
- Maintaining a record of fire alarm tests in line with school procedures
- Maintaining taxi lists, etc and lists for the recharge of extras to students at the end of each term
- Maintaining maintenance requests
- Matron may be expected to administer the students' pocket money through the House bank

Communication with other School Departments

Matron will liaise with the Accounts Department as necessary in respect to purchases, extras and related financial transactions, with the Estates Department on maintenance issues and with the Head of Housekeeping in respect to cleaning and house provisions matters. Matron will liaise closely with the Medical Centre on all medical issues affecting students. Finally, the School's trading subsidiary, Fettes Enterprises Ltd runs summer lettings of school facilities including the boarding houses and Matron will liaise with Fettes Enterprises at the end of term and the holidays to agree an inventory of the House before and after the lets.

Ordinarily, Matron is expected to attend meetings of matron staff with the Deputy Head (Pastoral) at least twice a term.

Person Specification

Knowledge and Experience

Essential

- Communication skills must be exceptional
- Organised individual
- Domestic experience

Skills and Attributes

- Computer-literate
- Regard for young people
- Friendly but firm manner

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/registers with the Scottish Social Services Council (SSSC).

Continuing professional development will be encouraged and funds will be allocated to Matron for this purpose.



Benefits

Matron's place of work is Arniston House. A comfortable flat within the House is provided all year round which is rent and rates free. A nominal charge for utilities is made as a taxable benefit in kind. The start date for this role is 6th January 2024.

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 lunchtime meals during term time, and at other times when catering is provided, and 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 12% of base salary
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

Application Process

The closing date for this key role is **Friday, 29th November 2024**, with interviews being held within a fortnight of the closing date.

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 Deputy Head (Pastoral Care), Mrs Carolyn Harrison, 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 Carolyn.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you 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

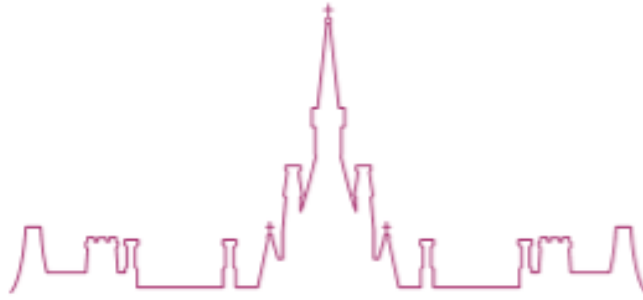
questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com.



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)

