

## **JOB DESCRIPTION FOR HOUSE MATRON**

**RESPONSIBLE TO:** Housemistress/Spouse & Human Resources Manager

**HOURS OF WORK:** Monday to Friday 38 Hours per week  
Times to be agreed with Housemistress  
34 Weeks per year (Term Time) plus an additional  
18 days each year (6 days during each holiday)

**SALARY:**

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Check that pupils are up, beds made, curtains open and floor area clear each day.
2. Dealing with sick pupils and maintaining secure storage of prescribed medicine. Supervising the taking of prescribed medication to the individual Health Care Plan as instructed and referring to the Nurse or Doctor in accordance with the School's Medical policy and procedures.
3. Daily contact with Nurse regarding admissions, prescriptions and keeping Housemistress informed.
4. Reporting any suspicious behaviour/observations to the Housemistress or the Housemistress' spouse and to provide a sympathetic presence in the House.
5. Responsible for running the daily Tuck Shop as required and managing the takings associated with the Tuck Shop. Managing the pupil kitchen and replenishing supplies available to pupils.
6. Taking phone calls and messages for the Housemistress and ensure effective communication of such.
7. Reporting any House maintenance or repairs to equipment to Housemistress, Estates Manager or Domestic Services Manager as appropriate.
8. Any other reasonable duties as directed by the Housemistress/Housemistress' spouse.
9. To contribute to the induction arrangements for new pupils joining the House; to ensure that any settling in problems are resolved.
10. To assist with the clearing up and cleaning of the House after and before terms.
11. To deal with House lost property (clothing, shoes etc.).

12. Responsible for apportioning of cleaners working hours within the house and to assist in the oversight and care of the housekeeping staff.
13. To be responsible for setting off the alarm for a Full School Evacuation if necessary during duty hours.
14. Ensuring you are available and contactable during working hours (Mobile Phone will be provided).
15. To direct the cleaner for the private residence for 1 -2 hours (maximum) per day cleaning duties as appropriate.
16. Directing staff during 'lock down' days.

### **LAUNDRY**

1. Sorting laundry ready for In-House washing.
2. Ensuring the washing and ironing of pupils is completed and return of all In-House laundry. Ensuring this duty is shared by the cleaning team.
3. Checking at the beginning of each term that all pupils have correct School wear and that all are named.
4. Checking all pupils change their clothes regularly and that their clean clothes are kept properly.
5. With the assistance of the cleaning team, organising change of bed covers fortnightly.
6. Organise the stripping of beds at the end of each term, and remaking them for the beginning of the following term.
7. Organise the laundering of all mattress covers and duvets at the end of the School year.
8. To advise on replacement or renewal of bedding.

**This Job Description is not exhaustive and may vary slightly from House to House.**