



JOB DESCRIPTION

LEAD MATRON

Twyford School is a successful co-educational, independent day and boarding prep school for pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

The Medical Centre is a busy place. It offers a friendly and welcoming environment for children who are unwell or injured, or just need a quiet space and a chat. The promotion of health and wellbeing is at the centre of what we do, and our aim is to treat children quickly, so that they can return to their lessons. For those children who need to stay longer, the medical centre is a quiet and comfortable sanctuary.

Pastoral care is at the heart of everything the School does and therefore, as well as dealing with injuries and illness, the Matron's department works closely with the Pastoral Team. They speak regularly with parents, both reassuring them and advising them on their child's wellbeing.

The Medical Centre is open during School hours.

Job Purpose:

- To promote the health, wellbeing and protection of children at Twyford School, working in close partnership with teaching staff.
- To provide first aid to pupils, staff and visitors and to refer on for further medical help where necessary.
- To carry out administrative duties to help the smooth running of the Matrons' room and the School.
- To take a lead on the policies and procedures relevant to the Matrons' department.

Core hours:

- This role is 36 weeks a year term-time only, and the hours are:
 - 7.45am – 6.15pm Thursday and Friday
 - 4 hours on a Wednesday afternoon
 - Alternate Saturdays in term-time 7.45 – 6.15pm, excluding exeats
 - 5 days (inset) every year (40 hours)
- Plus 5 days (40 hours) during the summer break to ensure the department is ready for the start of the new academic year
- There is also the occasional requirement to work evenings or weekends to support Open Days, key School and Twyford Parents' Association (TPA) events.

Holiday:	28 days per annum (pro-rata). All holidays to be taken outside of normal term time.
Start Date:	As soon as possible.
Reports to:	Deputy Head Pastoral & Operations (DHPO)

Key Responsibilities

- To promote and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To work alongside the School Nurse to ensure the smooth and efficient running of the department, ensuring efficient systems and processes are in place.
- To work alongside pastoral staff to provide an excellent standard of pastoral care which is at the centre of all the School does, which includes providing medical care for pupils who are unwell, as well as health promotion and support for ongoing medical issues.
- To treat and deal with all accidents and emergencies within the School.
- To assess, plan, implement and evaluate care on a day-to-day basis for pupils with minor ailments, chronic illness, accident, injuries and support emotional wellbeing and mental health.
- To work with the School Nurse to ensure policies and procedures are regularly reviewed and reflect best practice. To update the department to ensure compliance of all School administrative processes and procedures for ISI inspections.
- To provide a confidential service of advice and counselling and to refer on as appropriate. Liaise closely with pastoral care team.
- To check that medical information for new students has been received prior to admission and the information is disseminated accordingly.
- To ensure all first aid provision, including fixed boxes and portable kits, are maintained in line with School procedures and medical waste safely disposed.
- To maintain clear detailed records of all care; recording administration of medication, including Controlled Drugs; record and file accident, incident, RIDDOR and HSE forms when required; transferring and archiving of pupil records when they leave School
- To maintain confidential health records.
- To arrange external agencies to give HPV vaccines: Community School Nurses and liaise with multi-disciplinary team of children with out of school medical support.
- To ensure, in conjunction with other members of the team, the Medical Centre is fully compliant with, and operates in line with, current regulations including, but not limited to, Public Health England and Independent Schools Regulations.
- To be involved in health and safety issues, infection control, prepare the termly accident report for the Health & Safety Committee, potential health risks and ensuring reporting of injuries.
- To promote hygiene and tidiness.

To ensure staff are equipped to deal with asthma, diabetes, epilepsy, anaphylaxis by conducting or arranging training sessions, liaising with Reception staff as necessary.

- To provide occasional overnight Matron cover for the boarding house in the event of staff sickness.

Administrative Duties

- Administer all policies and procedures relating to the Matrons' department.
- Arrange courses for professional development.
- Liaise with the Senior Leadership regarding any concerns.
- Help Gap assistants settle into their role and offer support as needed for their year at Twyford.
- Keep all medical records up to date and ensure records are destroyed in line with the School's Data Retention Policy.

General Duties:

- To build strong positive working relationships with all departments within the School including other teams, the Prep and Pre-Prep Schools, estates staff and the cleaning and catering teams, liaising with them as necessary.
- Playing a full and active part in the life of the School, including attending evening and weekend events as they arise.

All staff are expected to:

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as an individual with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To carry out any other reasonable duties as requested by the Head or Bursar.

Person Specification:

The successful candidate will have experience or be able to demonstrate the following attributes:

Skills and Knowledge

- First aid skills (or willingness to learn)
- Medical experience desirable but not essential
- Use of knowledge to assess whether someone is deteriorating and needs further medical attention
- Excellent communication skills and the ability to build trust with pupils, staff, parents and be approachable, caring and compassionate
- Ability to write up to date medical records and a very good understanding of IT
- Training/ teaching ability to inform staff of safe practices, e.g defib, epipen training, not be afraid to talk in public
- Must show continuous personal development and keep up to date with current practice
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Positive attitude to use of authority and maintaining discipline
- Ability to make sound decisions
- Non judgemental
- Flexible approach to work
- Works well in a team

Personal Attributes

- We operate as a small team and the successful candidate will be expected to maintain a 'can-do' positive attitude, be flexible to changing demands in a fast-paced environment and be easy to get on with.
- Dynamic, self-motivated and clear communicator.
- Clear understanding and belief in the ethos of Twyford School.
- Professional, combined with a warm and approachable personality and with a sense of humour.
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate.
- Ability to work independently with initiative and as part of a team.

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Reviewed: November 2021