



SHERBORNE



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INTERNATIONAL

## JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment.

Matron is a key figure on the summer courses, working alongside house staff and other colleagues to provide pastoral support and securing the health and welfare of all students.

### Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

<b>Job Title:</b>	<b>SUMMER MATRON</b>
<b>Contract:</b>	Temporary Contract for a maximum of 6 weeks from 1 July to 14 August 2024, or a maximum of 8 weeks if working on the summer course extension, ie to 29 August 2024. Compulsory training days will make up 2 days of employment. Course weeks run Wednesday to Wednesday.  Offers of employment are subject to the course being able to run and final student numbers.
<b>Location:</b>	Sherborne Newell Grange Campus and/or Sherborne Prep School Campus and/or Main Sherborne School Campus and any boarding house.
<b>Line Manager:</b>	Summer Matrons are line managed by the Director of Short Courses.
<b>Remuneration:</b>	Currently £12.75 per hour (subject to review in April 2024). Shift patterns will be determined based on student numbers, but typical shifts could be up to 48 hours per week over any 7 days, with the possibility of some on-call duties.

Hours worked until approximately the 20<sup>th</sup> of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Meals may be taken in the school dining room during working shifts.

<b><i>Holiday:</i></b>	In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment.  Summer Matrons are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid in the month after the end of the fixed term period, based on an average weekly amount of the period worked.
<b><i>Hours</i></b>	Shift patterns will vary depending on the levels of uptake for the course and subsequent student numbers. Typically the Summer Matron may work up to 48 hours per week as part of a 7-day rota. There may be some on-call requirement.
<b><i>Probationary Period:</i></b>	In accordance with School policy, offers of appointment are subject to a probationary period of up to six months.  All summer course contracts are subject to a one-week notice period by either side.
<b><i>Medical Fitness:</i></b>	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
<b><i>DBS Disclosure (Police Check)/References:</i></b>	As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
<b><i>Post-holder's Responsibility:</i></b>	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or on the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

## **CORE DUTIES**

- Keep the set surgery hours daily, and ensure staff and students know you will be in the surgery at those times to deal with ailments.
- Be contactable and on campus at required times according to the job description.
- Check, and restock as necessary, the medical boxes, including the provision of appropriate medications in boarding house at night for use by house staff, and oversee the correct reporting by house staff of any medications administered by them overnight.
- Oversee and store all medications securely, including any kept in the boarding houses.

- Check the medical declarations of students attending the courses and notify staff as appropriate of any medical conditions or allergies.
- Ensure students hand in all medicines, and administer medication to them, in accordance with school guidelines.
- Maintain appropriate health records as required and a log of all visits to surgeries and any medical interventions.
- Be aware of, and act upon, any homesickness, loneliness, withdrawn or unusual behaviour and inform the relevant houseparent and the course leader.
- Notify appropriate staff and the course leader on medical conditions of students, accidents and injuries and actions being taken including ongoing treatment.
- Communicate appropriately with parents as and when necessary, including updating on medical conditions, accidents and injuries, actions being taken, ongoing treatment, visiting the doctor or A&E or spending time in hospital.
- Supervise and care for ill students and give daily progress reports to staff and the Director of Short Courses, as appropriate.
- Arrange and escort students to hospital, doctor and dentist appointments.
- Collect prescriptions, if appropriate, and store medicines safely and in accordance with School protocols.
- Be accessible and take an interest in the lives of the students, but not to be intrusive or force their confidences.
- Be available for discussion with students and emphasise that they can speak privately to you or a doctor, or other person, by arrangement if they wish.
- Oversee the general health, well-being and hygiene of all students on the course.
- Alert the Director of Short Courses to any gaps in process that could put the students' health at risk.
- Support any COVID-19 protocols and report any breaches to the Director of Short Courses.
- be alert to any and all safeguarding issues and ensure all concerns, no matter how trivial they may seem, are reported to the appropriate staff in a timely manner.

**Training Requirement for Summer Matrons – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>When</b>
There is a compulsory two-day induction (paid) for all staff. Irrespective of the weeks worked, attendance on these days is required.	Monday 1 <sup>st</sup> July Tuesday 2 <sup>nd</sup> July
Safeguarding (Child Protection) and Prevent Training	During induction days
Health and Safety Essentials	Online training module prior to or during induction
GDPR in Education	Online training module prior to or during induction
Medication and Administration of Medicines	During induction days
Training with Line Managers	Induction days and in daily meetings
First Aid Training may be offered at some stage before or during the employment	Voluntary if offered

**PERSON SPECIFICATION:**

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ideally, applicants should have previous similar experience, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.		x
A friendly and approachable manner	x	
Ability to use tact and discretion	x	
Energy, enthusiasm and commitment to the role	x	
Ability to trouble-shoot calmly and effectively, particularly when under pressure	x	
A sense of humour, enthusiasm and interest in working with young people	x	
Ability to work within a team, and be able to work flexibly and responsively	x	
Excellent listening and communication skills	x	
Flexibility, responsiveness and a willingness to consult	x	
Ability to use basic ICT (eg following appropriate e-mail protocol, use of databases) is essential. Training will be given if required.	x	
An awareness of health and safety obligations		x
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
A full, clean driving licence		x
Valid first aid qualification		x
<b>Other duties required by all School staff</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

**TERMS AND CONDITIONS*****Non-Smoking Policy:***

It is the policy of Sherborne School (encompassing Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke-free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

***Pension:***

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of three months' service. Where eligible, the post-holder will be auto enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

**Method of Application**

Please complete the Sherborne School Group Application Form and submit to [hr@sherborne.org](mailto:hr@sherborne.org).

**In the event of any queries please contact:**      *Samantha Belgeonne, Compliance Operations Manager*  
*Sherborne School, Abbey Road, Sherborne*  
*DT9 3LF*  
*Tel: 01935 814743*  
*Email: [summer@sherborne.org](mailto:summer@sherborne.org)*

*The School reserves the right to interview candidates as applications are received (preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.*

**Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.**