Candidate Information

TONBRIDGE SCHOOL

ASSISTANT HOUSE MATRON

Term time – Friday



THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

Pastoral care at Tonbridge is based around an outstanding House system. Strong and positive relationships between boys, staff and parents are central to its success. The Housemaster, Matrons and team of Tutors of each House get to know each boy extremely well, supporting his academic progress, assisting with day-to-day practicalities and ensuring they feel fully at home and well supported.

Assistant House Matrons at Tonbridge School provide vital support in the pastoral and operational running of the boarding and day Houses, working closely with the House Matron, Housemaster, and wider House team. They play an important role in promoting the health, wellbeing, and welfare of the boys, helping to create a safe, supportive, and homely environment within the House.

Assistant House Matrons assist in providing first-line care for boys' physical and emotional needs, helping to identify and respond to concerns sensitively and appropriately. They are also involved in the day-to-day routines of the House, contributing to the smooth delivery of domestic services such as laundry, cleaning, and general housekeeping.



JOB DESCRIPTION

Job Title Assistant House Matron

Reporting to The respective Housemaster with oversight by the House Matron and ultimately the Deputy Head Pastoral

Main Purpose To work together with the House Matron, supported by the House team, to provide first line pastoral care to boarders in their House. This includes boys' mental and physical health, in line with the School's 'Philosophy of Care'. Responsible for the day to day running of the House.

MAIN DUTIES

Pastoral and Welfare:

- Provide a high level of pastoral care for boys through direct interest, personal and sensitive support, and through interaction and communication with the Housemaster and the rest of the House team.
- Provide a sympathetic presence in the House to promote and safeguard the welfare of boarders, in line with the School's policies.
- Be alert to safeguarding issues, log and pass on concerns via CPOMS, including dealing confidentially and sensitively with parents and boys undergoing difficulties, in conjunction with the Housemaster and House Matron.
- Attend House boarding staff meetings as required by the Housemaster.
- Liaise with outside agencies and attend meetings as appropriate.
- Build strong relationships with parents and work with them and the Housemaster to resolve issues.
- Deal with issues in a positive manner, communicating actions to staff and parents as necessary concerning pastoral, domestic, hygiene, welfare and medical matters.
- Induct and support new pupils joining the House to help them settle into the routines as smoothly as possible; providing support to the boarder through any 'settling in' problems.
- Be responsible (with the Housemaster and House Matron) for the care, supervision, cleanliness and presentation of the pupils in the House; coordinating and liaising with other boarding staff as necessary.
- Enforce expectations with regards to uniform, attendance, punctuality and respectful behaviour, in line with School policies.
- Work with boys, parents and other staff to ensure that boys have all the items they require to a good standard; arranging for clothing to be sent to and returned from the laundry and washing underwear and socks and other clothing when necessary. Arranging for appropriate repair of clothing and naming of clothes bought during term time.
- Work with the International Student Liaison Officer and the School Administrator on matters related to visas, travel arrangements, guardians and related matters.

Medical:

- Be responsible for the general health and care of the boys in the house.
- Liaise with Housemaster, House Matron, school medical staff, parents/guardians as appropriate, in order to share any health or medical concerns.
- Responding to medical emergencies as well as routine appointments; escorting pupils as needed to the surgery or hospital and liaising with parents/guardians regarding any outcomes or follow up treatment.
- Ensure appropriate pupil records are kept up to date and stored securely.
- Administer any prescribed or non-prescription medication in accordance with the School's published Medical Policy.
- Undertake any necessary medical training from time to time and be subject to routine monitoring by the Sister-in-Charge of the Medical Centre in respect of medical practice.

Domestic:

- Support the induction and day to day management of the domestic services staff allocated to work in the house with the Facilities Manager and Domestic Services Co-ordinator, and to advise on any staffing issues.
- Carry out a check on furnishings and fittings to ensure they are in good order and any repairs reported, as well as advise on replacement or renewal of bedding, fixtures and furnishings.
- Ensure that the house is clean, tidy, lights off etc after the last boy has left at half terms.

General:

- Take part in appropriate staff cover arrangements for other Matrons if needed.
- Be familiar with the School's policies including but not limited to staff code of conduct, health and safety, anti-bullying, attendance, alcohol and drugs, behaviour rewards and sanctions, physical restraint, whistleblowing, safeguarding.
- Attend specific internal and external training, as necessary.
- Be aware of emergency and fire procedures and carry out fire checks as required by the School, if requested.
- Supporting House events e.g. trips, soirées, Leavers' events.
- Attend House sporting fixtures (whenever possible) and School events in support of the boys.
- Supporting the House through some, or all, of the below:
    - Giving tours to prospective parents.
    - Attending and hosting OT events.
    - Attending Novi teas.
- To undertake any reasonable request or other related duties as required by the Housemaster, House Matron, Deputy Head Pastoral or Headmaster.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Experience and Knowledge

- Previous experience in a similar role, educational environment or broader life experiences would be an advantage e.g. nursery/childcare, school welfare officer, working with vulnerable adults.
- Experience of supervising or managing staff would be an advantage but not essential.
- First Aid, Safeguarding and Child Protection training would be beneficial, but training will be provided.
- Nursing qualification/experience would be an advantage but not essential.

Skills and Abilities

- Excellent verbal and written communication skills with an ability to deal with a wide range of people in a professional and friendly manner.
- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams etc.).
- Proven organisational and time management skills and a 'can do' attitude.
- Ability to use own initiative and to take direction, as required.

Personal Attributes

- Friendly, caring, sympathetic, enthusiastic yet confident disposition with a commitment to the welfare of young people.
- Approachable and empathetic to the needs of young people.
- Highly motivated, confident with a helpful and friendly attitude.
- Resilient and flexible.
- Adaptable, willing and with the ability to multitask, prioritising accordingly.
- Methodical and organised approach to work.
- Reliable, honest and trustworthy.
- Excellent organisational and planning skills.

Other Requirements

- Personal commitment to continuing professional development and maintaining an up-to-date professional knowledge according to the post's requirements. Training courses with the Boarding School Association are available.

HOURS OF WORK

Friday from 7.30am to 9.45am and 12.45pm to 7pm.

A total of 8.5 hours per week in term time.

REMUNERATION AND BENEFITS

Competitive hourly rate of pay plus holiday entitlement.

- Pension scheme
- CPD opportunities
- Refreshments and lunch provided free of cost on working days
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at: https://www.tonbridge-school.co.uk/jobs

Apply via our online application form or send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Sunday 22 November at 12 noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

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hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

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