



STRATHALLAN  
SCHOOL

Opportunities for all to excel



# Matron, Senior Boys' Boarding House

Full time, term-time only position  
commencing ASAP and by November  
2020.

## Introduction

We are looking for a well-organised, enthusiastic, supportive Matron to join our boarding team at Strathallan School. This is an exciting opportunity as the successful candidate will assist with and contribute towards all operational aspects of this senior boys boarding house, including supporting the wellbeing of the boys, Health and Safety and organizing the domestic staff attached to the boarding house.

This is a term-time only, full-time, permanent position, working Monday to Friday 07:30 to 17:00 with an additional 8 days per calendar year. It is hoped that the successful candidate will start in post by no later than November 2020.

## The School



Strathallan School is a leading co-educational boarding and day school with an excellent reputation academically, in sports and the arts. There are 540 pupils of ages 9-18, divided between the Junior House (Riley), the three senior Girls' Houses and the four senior Boys' Houses. Approximately 60% of the pupils are boarders.

The School is situated in the beautiful Earn valley as a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is the nearest town some twelve minutes away by car and access to the motorways

puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder in 1920 when he moved the School from its original 1913 location.

There are currently ninety-four members of the teaching staff and ninety-three support staff.

Non-teaching support staff are organised into the following departments: Administration, Finance, Domestic Services, Estates, Grounds, IT, External Relations, Catering and Medical. The Head of each Department (bar External Relations) is responsible to the Bursar for the efficient running of the Department and staff performance. External Relations are responsible to the Director of ER, who, like the Headmaster and Bursar, is a member of the School's Executive. The Headmaster, Bursar and Director of EF are accountable to the Board of Governors for all aspects of the running and management of the School.



## Nicol House

Nicol House is a senior house for boys aged 13-18. The Nicol Housemaster and Resident Tutor aim to create the right conditions for pupils to develop their intellectual, creative and sporting talents in a managed environment that values effort and is conducive to hard work. They endeavor to encourage the boys to develop a sense of responsibility for themselves, for others, and for the environment, while also encouraging leadership qualities.

The emphasis is for every boy in the House to give his best effort so that he is able to reach his potential during his time at Strathallan. The Housemaster is committed to the importance of every pupil feeling that they have the right to be treated as individuals, that their views and privacy will be respected, and that their talents will be encouraged.

Nicol House has a warm atmosphere and promotes a sense of balance. It provides a relaxed, caring, safe environment, which the boys look forward to returning to at the end of each busy day.

## Matron - Job Description

<b>Job Title:</b>	Matron, Nicol boarding house
<b>Department:</b>	Pastoral/Domestic Operations
<b>Reporting to:</b>	Deputy Head Pastoral
<b>Responsible for:</b>	Domestic Assistants, Nicol boarding house
<b>Liaison with:</b>	Housemaster, Domestic Operations Manager, Commercial Operations Manager, Health Centre, pupils, parents, tutors, teachers, prospective families.

### Core Purpose

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School.

The main focus of this role is to assist with and contribute to the pastoral care and supervision of both day and boarding pupils assigned to Nicol House. The postholder will have particular responsibility for the health, safety and security of the boarding house and its pupils and will promote the care, well-being and protection of pupils. The successful candidate will have outstanding communication skills, promoting a team atmosphere within the boarding house, as well as competent organisational skills to oversee the domestic staff and ensure that they carry out their work effectively and efficiently.

### Specific responsibilities:

#### Pastoral, Health and Medical:

- To be responsible for the general health and well-being of those in the House and to take the initiative, where appropriate, in pastoral matters;
- To hold daily 'surgeries' at appropriate times;
- In the case of any doubt or concern and in accordance with protocols, to refer medical matters to the School Health Centre Staff;
- To respond to medical emergencies as well as routine appointments, escorting pupils as needed to the Health Centre (or hospital);
- To report any absences in accordance with School protocols;
- To attend any sick pupils in bed in the House;
- To be responsible for the well-being of any day pupils who are unwell and arrange parental collection, as appropriate;
- To ensure that appropriate pupil records are kept up to date and that they are

stored securely in accordance with School protocols; to liaise with School Health Centre staff as appropriate, in order to share any health or medical concerns;

- To administer and record any non-prescription medication in accordance with the School's published Simple Medicines Policy;
- To support young people to express their views and preferences about their development, health and wellbeing;
- To contribute to the protection of young people.

#### **Pupils and their parents:**

- To be responsible (with the Houseparent) for the care, supervision, cleanliness and presentation of pupils in the House, co-ordinating and liaising with other non-domestic House staff as necessary;
- To be aware of the School Uniform and clothing requirements of pupils and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, managing (as relevant) the arrangements for clothing to be sent to and returned from the laundry; arranging appropriate repair of clothing, and for the issue of 'chits' for the School shop etc. when necessary;
- To liaise with parents of members of the House as necessary, concerning welfare, medical and domestic matters, complementary to and in consultation with the Housemaster and to support individuals to communicate;
- As required, to give some insight into each member of the House and to communicate effectively with relevant parties on difficult, complex and sensitive pupil issues, within the context of the School Policy on Confidentiality. Such communication to be either face to face, by telephone or electronic means as appropriate and recorded accordingly;
- To provide a proactive, organised, motivational yet sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with School life; to liaise closely with other relevant staff concerning the progress, development and welfare of pupils;
- To contribute to the induction arrangements for the new pupils joining the House; to ensure (along with the Housemaster) that any 'settling in' problems are resolved;
- To update and maintain records and reports as reasonably required by the nature of your position;
- To assist in the running of the House Tuck Shop as required.

#### **Domestic Operations:**

- To ensure that standards of cleanliness in the House are high and to deploy and manage domestic staff in order to achieve this goal. This will involve practical cleaning duties as required by a team approach to achieving such high standards;
- Supervise the maintenance and cleaning of pupils' clothing and bedding and the fabric of the House in conjunction with the Domestic Operations Manager and the domestic team;
- After the end of term, to supervise the clearing up and deep cleaning of the House; to advise on replacement or renewal of bedding, fixtures and furnishings;
- To ensure that a minimum twice weekly check of all bedding, furniture, fixtures and fittings is carried out and the, preparing of a list of repairs and maintenance items required for submission to the Domestic Operations Manager, Estates Manager or Bursar, with a copy to the Housemaster (unless the Housemaster wishes to take responsibility for the submission of maintenance requests);
- At the end of the holidays (especially if the House has been used for holiday lets),

to action the preparation of dormitories and bedrooms; to carry out a check on furnishings and ensure that all are in good order, repairs are carried out and that rooms are clean and presentable;

- At the start of the academic year, to supervise the handover and documentation regarding pupils taking occupancy of a study bedroom;
- To participate in the instruction and induction of domestic staff allocated to work in the House, following any administrative arrangements made by the Bursar; to advise the Domestic Operations Manager and/or Housemaster on domestic requirements and problems involving staff;
- To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage.

**General:**

- To take part in appropriate staff cover arrangements for other matrons if needed;
- To attend House staff meetings as required by the Housemaster;
- To be familiar with the School's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and Child Protection;
- To reflect on and enhance your practice and, as a minimum, maintain your SSSC registration;
- To show prospective pupils and parents around the Boarding House as required;
- To assist in maintaining the security of the Boarding House
- To carry out such other related duties as may be reasonably required from time to time by the Headmaster or Housemaster, subject only to the provision that such duties fall within the general aim of the post.

**National and School Standards:**

- Maintain an awareness of Scottish (SQA Highers) and English (GCSE & A Levels) curriculum/education systems.
- Maintain professional expertise by undertaking regular CPD.
- Adhere to the SSSC Codes of Practice as well the School's Code of Conduct for staff.
- Undertake regular Child Protection training and complying with child safeguarding requirements, the GIRFEC principles and values and understanding the reporting responsibilities.

## Matron - Person Specification

Main Duties and Responsibilities	Essential/Desirable
<b>Qualifications</b>	
Clearance through Disclosure Scotland's PVG scheme.	<b>E</b>
Educated to SQA Standard/Nat 5 Level or equivalent.	<b>E</b>
An SVQ Level 3 Social Services (Children and Young People).	<b>D</b>
Eligibility to register with the Scottish Social Services Council (SSSC) for work in school care	<b>E</b>

accommodation services.	
A First Aid qualification.	<b>D</b>
A clean driving license.	<b>D</b>
<b>Experience</b>	
Experience of working in a residential setting.	<b>D</b>
Experience of working with children and young people.	<b>D</b>
Experience of supervising or managing a team, ideally within the care sector.	<b>D</b>
<b>Skills:</b>	
Ability to manage a busy and varied workload, prioritise and meet tight deadlines.	<b>E</b>
Outstanding communication skills, both written and verbal.	<b>E</b>
Competent user of Microsoft Office and IT databases.	<b>E</b>
Sound judgement skills and ability to use initiative.	<b>E</b>
Ability to maintain confidentiality and use discretion.	<b>E</b>
<b>Personal attributes:</b>	
An enthusiasm for working with children and young people in a care setting.	<b>E</b>
A flexible, adaptable, reliable and positive attitude to work.	<b>E</b>
A patient, caring and approachable manner.	<b>E</b>
A willingness to go 'above and beyond', acting as a role model for colleagues and pupils.	<b>E</b>
A fair, consistent and open approach to managing and supervising both pupils and staff.	<b>E</b>
Resilient, patient and calm.	<b>E</b>
A professional manner and appearance.	<b>E</b>

## Remuneration

The salary for this post is £16,971 per annum.

## Hours of Work

During term time (currently 34 weeks per academic year) the normal hours of work will be 0730 to 1700 hrs Monday to Friday, including an unpaid half hour for lunch.

In non-term time you will be required to work 0730 to 1700 hrs, on a specified 8 days including an unpaid half hour for lunch. The specified days will be 3 days prior to Autumn Term, 1 day pre Spring Term, 1 day post Spring Term, 1 day pre Summer Term, 2 days post Summer term. The 'day prior to the start of term' means the day on which terms starts for boarders when they are required to return to house by the evening of that day.

### **Pension Scheme**

You will have the option to join the Strathallan Group Personal Pension scheme after completing your probationary service with the School or to join NEST under auto-enrolment.

### **Sick Pay**

Subject to a minimum of one year's service, a School Sick Pay Scheme is offered to the position of Matron, Nicol House.

### **Other Benefits**

During each School Term, you will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

### **Other Info**

As the work is in a school context, you will be required to attain PVG membership. You should, if possible hold a valid full UK driving license and must be eligible to live and work in the UK.

## **APPLICATION PROCESS**

To download an Employment Application form [click here](#).

Further details of the School are available on the School's Website [www.strathallan.co.uk](http://www.strathallan.co.uk)

***The deadline for Applications is Friday 2 October (9am) and should be returned to [hr@strathallan.co.uk](mailto:hr@strathallan.co.uk)***

***It is anticipated that interviews will be held week commencing 5 October 2020.***