



# MALVERN ST JAMES

## Girls' School

### **NIGHT MATRON**

**5 x 12-hour night shifts per week**  
**34 weeks term-time**  
**£20370pa**



## MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 11 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who are able to meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is ‘full of girls who are going to change the world’!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School’s daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale



## **JOB DESCRIPTION**

<b>Title</b>	Night Matron
<b>Hours of Duty</b>	5 x 12-hour night shifts
<b>Responsible to</b>	Director of Pastoral Care (Medical matters) and The Director of Boarding (Boarding matters)
<b>Accountable to</b>	Headmistress

### **Prime Function**

This is a holistic role to assist with and contribute to the care of pupils in the boarding houses, physically, emotionally, and medically in the evenings and overnight. The primary function is to provide care and supervision for boarders in the Health and Wellbeing Centre should they be admitted overnight. When there are no inpatients the Night Matron will assist in the Boarding Houses

## **Purpose of the Role**

To work as an integral part of the Pastoral team. A small healthcare team based in the School Health and Wellbeing Centre. A 24-hour healthcare service is provided, giving round the clock care to day pupils and boarders (4-18 years) attending Malvern St James Girls' School. The Boarding team run five Boarding Houses for boarders in Years 3-13 with a mix of full, flexi and weekly boarders

The Night Matron's role is to cover the Health and Wellbeing Centre, up to 5 nights a week. If there are no in-patients, the Night Matron will spend the evening supporting the boarders in one of the Boarding Houses. If there are any in-patients, the Night Matron will sleep overnight in the Health and Wellbeing Centre otherwise they will sleep in their school accommodation, which is provided year-round.

## **Core Responsibilities**

To work with the Medical and Boarding teams in overseeing the health, safety, and pastoral care of the boarders

To hand over to the medical team at the beginning and end of each shift to ensure the seamless care of any inpatients

To will support and work with House Staff if they have a pupil who is unwell during the evening

To support the evening routines in the Boarding Houses and to be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds or with specific mental health needs, and to be aware of the changing needs of all girls as they develop.

To report any observations or matters of concern to the House Staff when on duty in the Boarding House

To be available to take telephone calls from House Staff and to respond to any night-time emergency calls from the Houses

The job includes administrative skills e.g., IT skills, answering the telephone, keeping patient notes, communicating with Parents, the Housemistresses, and the Daytime Healthcare Team

As a Night Matron you will be expected to use good communication skills and adopt an approachable and friendly manner

Any girl seen by the Night Matron who is of medical concern, must be referred on to an external agency by the Night Matron straight away.

***Confidential and sensitive medical information must be always respected as such and not discussed or divulged outside the Health Centre.***

## **Additional responsibilities:**

To escort girls in an emergency to A&E

On occasion the Night Matron may be asked to complete an administrative task which the Daytime Healthcare Team have not managed to complete during the day

## **Accommodation information:**

This role comes with the use of a small flat situated within the Main School Building for use during term time

This property is only available for sole occupancy

### **General**

It will be necessary for the successful applicant to attend a First Aid at Work course unless they already have a current certificate

All School policies must be adhered to and guidelines followed for child protection

The Night Matron is expected to attend Whole-Staff Inset Training

### **Protection of Children**

Applicants are advised that in accordance with national and local procedures for the protection of children, the successful applicant will be required to give consent to an enhanced Disclosure and Barring Service Check.

***Due to the nature of the role, the successful candidate will be female.***

**A commitment to the ethos of academic progress and to pastoral care in a day and boarding environment is expected of all staff.**

### **Person Specification**

#### **Qualifications and Experience**

First Aid qualifications	Essential
HCA Qualification necessary for this role. (NVQ Health and Social Care –(QCF) or equivalent	Desirable
Previous experience of working with children / adolescents	Desirable
To be aware of the importance of Child Protection and Safeguarding of young people.	Essential

#### **Skills and qualities required**

Good interpersonal and communications skills, both verbal and written, including the ability to relate well to people on all levels	Essential
To be an excellent listener and committed team member who is warm, caring, patient and approachable	Essential
Ability to use initiative, prioritise and be proactive	Essential
Good timekeeping skills	Essential
To be able to exercise total discretion and uphold confidentiality when appropriate.	Essential
To have good writing, telephone and IT skills. e.g. confident and adept in use of Microsoft applications e.g. Word, Excel and ISAMs.	Essential
To be flexible and motivated in work life	Essential
To have a current drivers licence	Desirable

**All school staff are expected to:**

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding students
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, considering previous experience and relative skills and abilities

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

### **Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

### **Other benefits include:**

- **Fee remission**
- **Breakfast or Supper provided**

