



## **HOUSE MATRON (PartTime)**

### **The College**

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the foot of the Grampian hills. There are currently around 400 pupils at Glenalmond between the ages of 12 and 18. The principal point of entry is at 13 but we have a small Second Form group which is geared towards those transferring at 12 from the Scottish primary system.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, a grass athletics track and a nine-hole golf course, a swimming pool, a sports hall and an all-weather playing surface. The Robin Thomson Theatre building is the venue for our drama and musical productions. The School has a strong CCF contingent, an outstanding Duke of Edinburgh's Award Scheme and a Community Service programme which operates locally on a regular basis.

### **The Position**

The House Matron will be a key part of the pastoral team in each boarding house as the adult presence during the day responsible for building strong, personal relationships with each of the pupils in the house. The role requires someone who understands young people with sufficient sensitivity to show tact and diplomacy to recognise each individual's needs and to support the Housestaff in meeting those needs. Large amounts of teamwork, energy and stamina are all required to fulfill this expectation of being the 'parent figure' who is generous with their time and responsive to each pupils' needs.

The Sub Warden Pastoral is the line manager of the Housematrons. However they are directly responsible to the Housemaster or Housemistress and they should meet with them daily to ensure a collaborative approach.

### **Main Duties**

- Providing an adult presence during agreed hours and to cover in emergencies
- Being proactively engaged in the smooth running of the House which involves being a very visible presence all around the house during the day to help with behaviour, conduct and

pastoral care

- Develop a close working relationship with the relevant Housemaster or Housemistress to ensure the pupils enjoy the best possible experience
- Ensuring appropriate care and attention is given to pupils who are a long way from home and respecting different cultural backgrounds as well as assisting with the induction of new pupils
- Liaising with the Medical Centre over pupils' health and wellbeing as well as providing basic care when pupils are feeling unwell
- Building a relationship with the pupils' parents to help deal with queries or concerns on pastoral, medical or domestic matters as well as contacting them directly for example when checking on day pupil absence
- Managing pupils' washing and laundry including the monitoring of personal hygiene concerns
- Responsibility for ensuring pupil areas are kept tidy and chasing up any concerns to ensure the house remains clean and tidy
- Liaising with the Facilities Manager in relation to the cleaning and setting priorities
- Entering daily attendance data on Schoolbase and following up any absences
- Ensure pupils are in the correct uniform and are appropriately dressed at other times
- Recording pastoral information as guided by the Sub Warden Pastoral (using CPOMS)
- Reporting maintenance issues to the Facilities Manager and review the progress of the requests with a view to ensuring that the boarding houses are safe and healthy places for all
- Responsibility for ensuring the house provisions (rations) are distributed and stored appropriately
- To be proactive in dealing with lost property
- Welcoming visitors to the houses and being able to promote the pastoral care at Glenalmond
- In the event of a fire alarm, assist the Housemaster/mistress with ensuring that the house has a responsible member of staff present.

#### **Other Duties**

- Attend morning roll calls to monitor uniform, tidiness, keep up to date with house issues as well as to be able to give notices to pupils
- Housematrons may also be tasked with other duties as required by the Sub Warden Pastoral including, but not limited to, assisting in other houses when other house matrons are absent, assisting with the preparation for and supervision of lets, both in their own house and in other houses
- Ensuring the house is ready in all aspects at the beginning and ends of the terms
- Attend Housematron meetings with the Sub Warden Pastoral (these are held at least once a term) as well as attend meetings in their own houses as directed by the Housemaster or Housemistress (i.e. House Council or parent meetings)
- Participation in on-going INSET training regarding Child Protection & Wellbeing (GIRFEC), First Aid, GDPR and Health & Safety.

#### **Qualifications and Experience**

Experience of working in a similar type role is advantageous. Appropriate registration is required (with the SSSC or GTCS) and if this registration is 'with conditions', completion of the SVQ (Level3) certificate is required within five years of taking up the post. Suitable training will be given.

#### **Working Hours**

- Wednesday pm, Thursday and Friday daily during school term time (20 hours a week), however alternate working patterns may be considered
- Reduced hours during non-term time (10 hours a week)

### **Holidays**

- 15 days annual leave per annum
- 5 public holidays per annum (specified by Glenalmond College)
- Days must be taken between Christmas and New Year when the College is closed
- Holidays to be taken during school holiday periods, unless, in special circumstances by approval of the Sub Warden Pastoral

### **Lets**

- House Matrons are to be available to cover the holiday lets and as much notice of this will be given as practicable

### **Terms**

We can offer you a competitive salary, complimentary refreshments during hours of work, a good working environment as part of a close-knit team.

Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

### **Applications for the post**

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and an application form, can be found at <https://www.glenalmondcollege.co.uk/about-us/job-vacancies/>

Please return completed applications either by post (marked Private & Confidential) to: The HR Manager, Glenalmond College, Perth, PH1 3RY or by email to

barbaraclark@glenalmondcollege.co.uk

***Closing date for this post is Friday 12 July 2019.***

**Trinity 2019**