



**KING EDWARD VI
HIGH SCHOOL FOR GIRLS**

**Information for candidates for position of:
School Matron**

Job description and person specification

Job Details

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| Job title: | School Matron |
| Reporting to: | Vice Principal (Pastoral) |
| Starting salary: | Grade 4, SP9. Actual salary of £16,458 (FTE: £21,147) |
| Hours: | Term time (including INSET days) 37 hours per week, 8.15am to 4.15pm with a 30 minute unpaid lunch; 3.45pm finish on Fridays. |
| Benefits: | School fee discount, defined contribution pension, free parking |
| Start date: | As soon as possible, subject to satisfactory completion of pre-employment checks |

1 Job description

We are seeking to appoint a confident, caring and organised person to join our team in the role of School Matron. This role will require applicants to assess the medical and welfare needs of students and staff, and administer front-line First Aid. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements.

The post holder will be responsible for maintaining the appointment schedules of the school-based counsellors and the school based doctor. The position also includes other administrative duties in support of the wider school, making this role both varied and interesting.

Applicants must hold a full First Aid certificate as a minimum requirement; applications from RGNs will be welcomed. Relevant experience of working in a similar environment is desirable.

Main Duties & Responsibilities:

Medical

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To accompany girls, where the need arises, to hospital and remain with them until parents arrive.

- To be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To liaise with partner schools in order to assess pupils' potential medical needs prior to their attendance at the school.
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill. To inform the Vice Principal (Pastoral) in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the staff and pupils, and communicate with parents as appropriate.
- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Vice Principal (Pastoral).
- To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and the School Doctor and any other relevant health care professionals.
- To meet with girls returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the Head Porter and Vice Principals.
- To assist with the delivery of the First Aid content of the School's PDM programme as and when requested.
- To make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of pupils, undertaking the necessary communications and ensuring appropriate records are completed and retained.
- To enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To liaise with the School Doctor and Heads of Year regarding confidential medical matters.
- To keep an up to date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Health and Safety Committee.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.

- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- To take responsibility for the suite of rooms, including the medical room and staff kitchen area, and ensure these are kept clean and tidy.
- To maintain the appointment diary of the School Doctor and assist the Doctor as required.
- To arrange annual flu vaccinations for those staff who wish to participate.
- To maintain confidentiality of information acquired while undertaking duties for the School.

Pastoral:

- To act as a listening ear for all pupils and communicate any concerns to the Head of Year.
- To support pupils returning to school after a period of absence, for example, with monitored eating arrangements or in the provision of a safe area.
- To maintain the appointment diaries of the School based Counsellors, communicate new appointments to pupils and ensure that they attend.
- To contact parents of girls who are absent each morning without any phone or letter notification, in order to ascertain their whereabouts.

Other:

- To manage a set budget.
- To deal with any lost property.
- To prepare refreshments as requested for staff meetings.
- To be responsible for own continuing self-development, undertaking training in both medical and pastoral areas and participating in annual appraisals.
- To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing, covering reception.

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work overtime. This will be agreed in advance with your line manager.

2 Person Specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

| Attributes | Essential | Desirable | How Identified |
|-------------------------------------|--|---|----------------------------------|
| Relevant Experience | At least 2 years' experience of basic First Aid. | At least 2 years' experience of First Aid in a school environment. | Application form / interview. |
| Education and Training | Good general education to GCSE or A level or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications. Attainment of up-to-date recognised First Aid certificates. | Attainment of any other health-related qualifications, particularly any involving child mental health and physical health issues. | Application form / certificates. |
| Special Knowledge and Skills | Knowledge and skills in administering First Aid. Ability to maintain detailed and accurate records. Excellent administrative skills. Proficiency in Microsoft Office software. | Defibrillator training. Knowledge of local health professionals and the services they offer. | C.V. / certificates / interview. |
| Other Skills and Abilities | Confident, self-motivated and reliable. Patient and friendly approach. Ability to remain calm in stressful situations. Ability to establish a rapport with young people and their families. | Ability to liaise effectively with a range of health professionals. | Interview. |

3 Background information

3.1 Location

The school is an independent day school with 591 girls aged 11-18 and is part of the King Edward VI Foundation, which has nine schools in Birmingham. It is situated on a beautiful 50 acre campus in Edgbaston, which it shares with King Edward's School. It is only three miles from Birmingham city centre and has excellent transport access by road and rail (the University train station is only a 10 minute walk).

3.2 King Edward VI High School for Girls

King Edward VI High School for Girls (KEHS) is one of the most successful girls' schools in this country with outstanding academic results and a large programme of extra-curricular activity. The school was founded in 1883 and counts the actress Lindsay Duncan and the BBC Correspondent Reeta Chakrabarti amongst its alumnae.

The School reflects very closely the diverse racial mix of the city itself and attracts pupils from beyond Birmingham. Academic standards in the school are extremely high – this year's GCSE results saw a record 82% A* grades and 97% A*/A; at A Level 89% of grades were at A*-B and 23% at A*. The School has a long history of sending girls to the very best universities including Oxford and Cambridge; in 2017 6 girls gained places at Oxford and Cambridge. The school was rated 'excellent' by the Independent Schools' Inspectorate in 2010.

At KEHS we aim to offer an outstanding education for able girls who like original ideas and new challenges. Staff are passionate about their subjects and seek to inspire a love of learning for its own sake. Pastoral care is important to us as we seek to educate girls, supporting them to become confident, resilient young women. Girls combine a rigorous academic education with a huge range of high quality extra-curricular activities. The School produces music and drama of an exceptional quality, with a biennial performance in the Symphony Hall in Birmingham. These activities were enhanced still further by the construction of the Sir Paul and Lady Ruddock Performing Arts Centre, a joint £10 million facility with King Edward's School, which opened in 2012. There is also a large range of sporting opportunities. The school has its own Sports Hall and swimming pool, which were recently refurbished, with hockey and netball pitches on site.

Further details about the school can be found at: www.kehs.org.uk

4 How to apply

If you have any general questions about the role, please contact Mrs Neelam Varma (Vice Principal Pastoral) on nvarma@kehsmail.co.uk

Applications should comprise the following:

- A completed application form (available for download at: www.kehs.org.uk/useful-information/vacancies)
- A short covering letter. This should explain why you want to work at King Edward VI High School for Girls and why your experience makes you the best candidate for the job.

Please send completed applications addressed to the HR Manager (Becky Smith) by email to recruitment@kes.org.uk or by post to Ms Becky Smith, HR Manager, King Edward VI High School for Girls, Edgbaston Park Road, Birmingham, B15 2UB. The closing date for applications will be **Monday 22nd January at 9am.**

Those candidates who most closely match the requirements will be invited to a selection day at the School. **Interview date to be confirmed.**