



Bromsgrove International School

Job Description – School Nurse/Boarding House Matron

School Nurse

Reporting to :

Business Services Manager

Responsible for:

The physical well-being of the students of the school

The school nurse is resident in one of the school's boarding houses. She will therefore be 'on-call' in case of emergency at all times while students are resident at school, apart from when there is agreed time off (when a substitute will be organized).

Key Responsibilities:

- To oversee the provision of all first aid and medical matters in school, including the administration of medication and the care of children who become injured or sick in school.
- To ensure that a safe, healthy and hygienic environment is maintained for all who use the school premises, liaising with appropriate staff where necessary in order to achieve this.
- In particular, to ensure that everything the children need for their health and well-being is:
 - Provided;
 - Clean and serviceable;
 - Replenished, replaced or repaired as necessary.
- To ensure that systems are in place to accommodate staff changes, pupil growth and the arrival of new pupils with no risk of failure in any area of 1, 2 or 3 above.
- To maintain necessary stocks of all regularly-used medical and first aid supplies.
- To deal competently and efficiently with all accidents, injuries and illnesses occurring on the school site, liaising effectively with all interested parties, including parents, teaching staff and the Headmaster.

Job Description - Boarding House Matron

Job Summary To assist with and contribute to the supervision and care of the boarders, with particular responsibility for the health, clothing and general well being of those in the house; to organise and support the domestic staff attached to the house and ensure that they carry out their work effectively and efficiently.

Reports To Head of House

Pupils and their Parents

1. To be responsible (with the HOH) for the care, supervision, cleanliness and presentation of pupils in the house, co-ordinating and liaising with other boarding staff as necessary.
2. 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, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing.
3. To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters, in consultation with the HOH.
4. To contribute to the induction arrangements for new pupils joining the house; to ensure that any 'settling in' problems are resolved.
5. To provide a 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 and welfare of pupils.

Domestic

6. To supervise the cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the HR manager/bursar, with a copy to the HOH (unless the HOH wishes to take responsibility for the submission of maintenance requests); to advise on replacement or renewal of bedding, fixtures and furnishings.
7. At the end of the holidays (especially if the house has been used for holiday lettings) and for the beginning of term, supervise the preparation of dormitories and bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that rooms are clean and presentable.
8. To participate in the instruction and induction of domestic staff allocated to work in the house, following any administrative arrangements made by the HR manger/Bursar; to advise the bursar and/or HOH on domestic requirements and problems involving staff.
9. To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage.

General

10. To take part in such performance management or staff review arrangements made by the school, on not more than an annual basis.
11. To attend house boarding staff meetings as required by the HOH.
12. 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 as well as any other relevant policies affecting boarding.
13. To carry out such other related duties as may be reasonably required from time to time by the HOH, subject only to the provision that such duties shall fall within the general aim of the post.