JOB DESCRIPTION FOR RESIDENT HOUSEKEEPER/MATRON

Responsibilities
The Housekeeper/Matron is resident in the House and is accountable to the Housemaster. In conjunction with the Housemaster, the post-holder is responsible for the pastoral care and well-being of about 65 boys aged 13-18 (including supporting them in their extra-curricular activities). The Housekeeper/Matron is also responsible for the management of the House and its domestic staff, the ordering of supplies, and the keeping of accounts. The post is supported by the Catering Manager and the Domestic Services Manager for the Boarding Houses who supply professional support in food produced and management of staff. Support from the Bursary team is supplied so successful applicants will have coaching into Winchester practices.

The following list of duties is quite full and comprehensive in order to provide applicants with a clear idea of the range of duties required. It will be appreciated that some of the items are an occasional requirement while others form a more regular part of the Housekeeper/Matron’s daily routine.

The Housekeeper/matron will be expected to possess a current driving licence and be able to use their car. The College’s insurance covers this use.

Boys’ Welfare
The Housekeeper/Matron is expected to assist the Housemaster in providing a high level of pastoral care for the boys.

a) Liaising with parents on domestic, medical and welfare matters and keeping the Housemaster informed.
b) Obtaining prescribed medicines, retaining in accordance with current regulations, and issuing as required.
c) Running the House surgery, dealing with minor ailments and injuries and caring for boys who are sick in the House. This includes:
   i. Carrying out an initial diagnosis and referring boys to other medical authority and the Housemaster if appropriate.
   ii. Ensuring boys take prescribed medicines when required.
   iii. Administering “Continent Roll” (a daily record of boys unwell) in accordance with current policy.
   v. Ensuring relevant staff are aware of boys with allergies and serious medical conditions in accordance with medical protocol.
   vi. Organising, and escorting boys to and from appointments at hospital, opticians’ appointments and dental surgery.
d) Liaising regularly with the Medical Centre about boys’ medical treatment.
e) Assisting the Housemaster in supporting boys experiencing personal difficulties.
f) Investigating boys’ absences from lessons, events, appointments etc.
g) Taking an interest in boys’ extra-curricular interests, and where possible, attending extra-curricular events.
Meal times
Boys eat all their meals in the House, unless participating in external outings or sports fixtures. The Housekeeper/Matron should be:

a) Present at most meals, particularly lunch and tea.
b) Aware of any boys not attending meals and follow up unplanned absences.

Laundry
The College has an in-house Central Laundry. The Housekeeper/Matron will be responsible for:

a) Supervising arrangements for the boys’ linen and laundry service, liaising with the College Laundry Manager when necessary.
b) Arranging for the sewing on of name tapes and minor repairs of clothes for boys.

General day-to-day management of the House
The Housekeeper/Matron will be responsible for and supervise the general management of the House as discussed/agreed with the Housemaster and supported by the Catering Manager and Domestic Services Manager within the financial budget set for the House. This includes:

a) Reconciling and authorising invoices.
b) Monitoring the condition of the House and equipment; liaising with Works Department or other agencies when any areas or equipment require repair.
c) Ensuring that high levels of cleanliness are maintained in the House.
d) Maintaining stocks of cleaning supplies, household items, bedding and mattresses.
e) Arranging for regular deep cleaning, carpet cleaning, washing of curtains etc.
f) Liaising with Enterprises when the House is to be used for lettings.
g) Liaising with the Catering Manager, Boarding Houses, for all matters food.

Staff Supervision
The Housekeeper/Matron will be responsible for supervising House staff with support from the Domestic Services Manager. This includes:

a) Ensuring adequate staffing provision, informing the Human Resources Director and Housemaster of any changes and when staff leave.
b) Ensuring that appropriate cleaning schedules are in place and regularly monitoring that they are being followed.
c) Arranging cover for absent staff.
d) Ensuring that a personal handover takes place when the Relief Matron starts and ends her shift.
e) Requesting recruitment adverts to be placed when necessary and interviewing and appointing staff, in consultation with the HR Director in accordance with current procedure as advised by the Director’s department.
f) Completing monthly wages sheet and forwarding to payroll when required.
g) Bringing disciplinary or performance matters to the Housemaster’s and HR Director’s attention.

Health and Safety
The Housekeeper/Matron will assist the Housemaster in meeting Health and Safety standards in the House for both pupils and staff. This includes:
a) Assisting the Housemaster with Risk Assessments; obtain advice from the Health and Safety Officer where appropriate.
b) Assisting the Housemaster in ensuring that fire equipment tests are carried out as required by law. Please refer to the Housekeepers’ Manual.
c) Carrying out internal training for staff as required.
d) Maintaining an up to date record of all staff training.
e) Ensuring House and boys’ electrical equipment is available for PAT testing when scheduled.
f) Ensuring First Aid boxes are fully equipped in accordance with current guidance.
g) Maintaining the Accident Book.

Catering
The Housekeeper/Matron will work with the Catering Manager Boarding Houses, who has overall responsibility, to ensure the catering provision within the houses meets accepted levels. This includes:
a) That required standards and quality of food are met and that any special dietary requirements are provided for.
b) That the proper food hygiene and environmental health practices are followed.
c) That the weekly menus prepared by the Head Chef – seeking to ensure a sensible, healthy and balanced diet which avoids repetition.
d) Holding regular meetings regarding food with the Head Chef and Catering Manager.

Other
The Housekeeper/Matron will be expected to:
a) Meet regularly with the Housemaster and keep him informed of relevant matters involving the boys or staff.
b) Assist the Housemaster with the entertainment of boys’ parents.
c) Assist the Housemaster with beginning and end of term arrangements.
d) Attend termly Housekeepers’ Meetings organised by the Domestic Bursar.
e) Participate in a biennial appraisal system for Housekeeper/Matrons.
f) Maintain professional development and competence by attending training events.
g) Liaise and communicate with other departments in the College or external agencies.
h) Assist the Housemaster in such other duties when reasonably required.

Terms of Service
a) Start Date: 1 September 2015.
b) Salary: The annual salary will be circa £24,000 per annum depending on the applicant. Salary levels are reviewed on 1 September annually.
c) Probation Period and Notice Period: The first four months of employment will be a probationary period; during this time the notice period will be one month. Performance and conduct will be monitored during this period and probation may be extended at the College’s discretion. Subject to satisfactory completion of the probationary period, the notice period will increase to one full term’s notice by either side.
d) Pension and Life Cover: Employees on joining are eligible to apply to be a member of the College’s Group Personal Pension Plan (GPP) on the successful completion of 3 months. In this plan, called Tier 1, the employee contributes 1% and the employer 1%. On reaching their 12 month anniversary employees may opt to join the Tier 2 scheme, also GPP, which is a 5% contribution for a 9% contribution from the College.
Employees in Tier 1 automatically qualify for 2 times Life Cover. On entry to Tier 2 Life Cover changes to 4 times salary.

e) **Private Health Care:** The post holder is required to be a member the College Corporate Health Scheme in accordance with the current rules of the Scheme, which may be varied from time to time. The latter is a taxable benefit in kind and does not extend to other family members.

f) **Accommodation:** The Housekeeper/ Matron is required to be resident for proper performance of their duties including pastoral duties. An unfurnished, flat is provided free of rent and is exempt from any charges for Council tax, gas and electricity. The flat may also be occupied during College holidays. There is a liability to tax on the benefits in kind of provisions and the utility services.

g) **Food:** The Housekeeper/ Matron is entitled to receive food from the House Kitchen for those periods when on duty during term time only.

h) **Working Pattern:** The ‘normal’ working hours each day are: 0800 to 1400, then 1800 to 1900 and 2100 to 2230. One and a half hours are floating hours to be worked if required in the afternoon, particularly to deal with routine medical matters. If these floating hours are not worked then they can accrue to cover busier days. It is considered important that the Housekeeper/ Matron has a break between 1900 and 2100 each day and they should feel free to use it as leisure time when they are not required in the House.

i) **Time off:** The Housekeeper/ Matron is entitled to a continuous period of 30 hours off each week in term time (30 occasions a year). If all parties involved are in agreement it is hoped that there may, on occasions, be flexibility of the specific days taken. The Housemaster may require the Housekeeper/ Matron to work reduced hours for up to three weekdays at both the beginning and at the end of each of the three major school holidays.

**Disclosure and other Pre-employment Checks**

Winchester College is committed to safeguarding the welfare of children at the school. Therefore, this appointment will be subject to a successful **Enhanced Disclosure** check from the Disclosure & Barring Service. This will give details of all spent and unspent convictions, reprimands, warnings, cautions and bind overs. A policy on the recruitment of ex-offenders is available, if required, from the HR Office. The supplied references will be taken up and the College may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire from the successful candidate will be required.

**Applications**

Completed application forms should reach the College by **1200 hours on Monday 24th November 2014** and be sent either by post to The Human Resources Office, Winchester College, WINCHESTER, SO23 9NA, or by email to recruitment@wincoll.ac.uk. Applications received after this date may not be considered.

**Interviews will take place in the week beginning 8th December 2014.**