



Job Description			
<b>Job Title:</b>	School Matron	<b>Department:</b>	Pastoral
<b>Salary:</b>	M11	<b>Reporting to:</b>	Business Manager
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p><b>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</b></p> <ul style="list-style-type: none"> <li>• An exceptional 4-19 Catholic education and experience</li> <li>• Remove all barriers to excellence</li> <li>• Develop leadership at all levels</li> <li>• Provide an exceptional spiritual, physical, on-line environment.</li> </ul>			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> <li>• Uphold and promote the school's Catholic vision</li> <li>• Support and contribute to the achievement of all students academically and pastorally</li> <li>• Support and contribute to our responsibility for safeguarding all students</li> <li>• Undertake professional training to enhance personal development and job performance;</li> <li>• Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>• Share best practice, expertise and skills with others</li> </ul>			
Main Objectives of Role:			
Managing an effective dedicated Medical Centre at the School.			
Principal Accountabilities:			
<p>Organisation</p> <ul style="list-style-type: none"> <li>• Responsible for the planning, development, design, organisation and monitoring of support services and whole school systems / procedures / policies</li> <li>• Keep operating procedures under review to identify areas of potential development and / or improvement and make recommendations</li> </ul>			

- Manage support staff; responsible for the creation and implementation of recruitment / induction / appraisal / training / monitoring systems for support staff. Represent support staff at relevant meetings
- Being available to assess injuries and illness and treat minor ailments.
- Liaising with teaching staff, support staff and parents regarding pupils with particular needs.
- Supporting the work of the Pastoral and Wellbeing Teams with particular regard to Child Protection and Safe Guarding policies and procedures.
- To lead and manage the medical area, responding to students' individual needs as they arrive throughout the day requiring medical attention and where appropriate, pastoral support.
- To respond calmly and effectively in emergency situations making quick decisions under pressure ensuring the best possible care is sought and administered in any medical situation.

### **Administration**

- To maintain accurate records of all students that visit the medical centre, detailing time in, time out ailments, outcome and treatment given. Conduct thorough investigation and maintain comprehensive notes and records in relation to incidents/accidents on the school's electronic databases and/or on paper forms as appropriate. Complete incident/accident forms, email these to Business manager/Brighton & Hove Council.
- Develop and monitor management information systems
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports / information
- Provide organisational and complex advisory support to other staff
- Responsible for the design and effective operation of administrative procedures
- Responsible for completion and submission of relevant information to SMT, the Governing Body and outside agencies, e.g. DfES

### **Resources**

- Identify the need for, select and manage resources, including management of resource budget
- Responsible for the appropriate deployment of staff, including recruitment
- Establish work programmes and set work priorities for staff and resolve problems as required
- Monitor work performance, identify staff training needs, evaluate effectiveness of training and keep accurate records.
- Responsible for the provision of specialist advice and guidance to SMT / Governing Body etc on national and local guidelines / policy / statute etc
- Interpret matters of policy / procedures / statute and ensure the school's compliance and initiate appropriate action arising
- Identify the need, and be responsible for, securing appropriate licences and insurance
- Responsible for devising marketing and promotion strategies for the school
- Responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Responsible for planning, monitoring and evaluation of budget
- Responsible for the management of expenditure from the school budget
- Responsible for the management of Health & Safety within the school
- Develop work specifications and manage service contracts

- Oversee ordering procedures and purchasing of supplies / materials / services ensuring levels are maintained, including compliance with tendering procedures as necessary
- Ensure inventory checks are undertaken and appropriate records of furniture / equipment are maintained, authorising repair / replacement as necessary
- Responsible for the management of Health & Safety within the school, including acting as advisor and administrator on H&S issues to Governors

### **Resources**

- To maintain a secure store of medication for individual students, liaising with parents/carers, ensuring medication is in date, clearly labelled and that there are concise records and instructions relating to the contents. (Epi pens, inhalers, insulin consumables etc.)
- To be responsible for re-stocking all the first aid supplies across the school, including the mini-buses and to ensure appropriate first aid supplies are provided to teaching staff to be taken on trips including specific advice/guidance if necessary.

### **Student Support**

- To assess and treat students in the medical room or any other area within the school, using professional knowledge and experience to make decisions for treatment, administering first aid when required and making referrals if necessary to internal and external agencies.
- Monitor students' health records prior to entry and report/advise staff members of illnesses that need to be brought to their attention (e.g. epilepsy, allergies etc.). Ensure that appropriate consent forms are completed so that medications can be administered.
- To ensure that all students requiring specialist medical care have accurate information on a laminated card in order to produce to teaching staff when necessary or a signed note from the School Nurse in students planner.

### **Responsibilities**

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the development and implementation of the overall ethos / work aims of the school
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure that Infection Control Guidelines are adhered to following the directions of the Health Protection Agency. Liaising with health protection team as required when managing notifiable diseases.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**All Staff employed at Cardinal Newman Catholic School will:**

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

<b>Person Specification</b>	
<b>Job Related Education, Qualification and Knowledge</b>	<ul style="list-style-type: none"> <li>• Registered Nurse (RGN) or Paediatric Nursing Qualification with a minimum of 3 years post reg experience.</li> <li>• Must be a member of a professional body and hold relevant registration complying with the standards and guidelines of their professional practice.</li> <li>• To practice within the NMC Standards of conduct, performance and ethics for nurses and midwives, to ensure accountability to students, self, the profession and the school and to ensure registration is current in order to ensure continuity of practice.</li> <li>• To strive to offer evidence-based clinical practice through continuous personal and professional development to provide a service of the highest quality.</li> <li>• Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources</li> <li>• Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people.</li> <li>• Experience of working in an education environment or school is desirable</li> <li>• Several years demonstrable experience of working in an office environment at a management level</li> </ul>

## Skills and Abilities

- Able to communicate with and relate well to a wide variety of individuals and groups including children and young people and their families, health professionals including staff from general practice, children and young people services from public organisations.
- Excellent numerical skills to undertake a variety of tasks, e.g. writing financial reports for external sources, budget monitoring and planning
- Excellent literacy skills to undertake a variety of tasks, e.g. contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding
- Skilled in the use of specialist equipment / resources as required
- Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice
- Able to provide advice and guidance to senior staff / Head Teacher / Governors on technical and specialist financial information and influence school policy on such matters
- Some need to use analytical, judgmental, creative and developmental skills, e.g. when assessing possible impact of forthcoming legislation on the school, when designing and setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues and maintain confidentiality
- Able to work accurately and with attention to detail e.g. producing financial reports and forecasts for Head of School and Governing Body, presenting information
- Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met and medium term planning, e.g. for recruitment and selection
- Able to contribute to long term planning, e.g. in the area of financial forecasting, budget distribution, school needs for non-teaching staff in terms of pupil numbers, planning for major building works etc
- Able to identify future problems and adopt a proactive approach to ensure changing legislation is met, able to identify potential difficulties / issues, analyse them and make recommendations
- Able to manage own workload and work of team to ensure financial and other deadlines are met through the completion and return of necessary documents
- Able to persuade, negotiate and influence others, including external agencies and own staff
- Able to prepare a range of financial information / documents / invoices, including those for external agencies
- Able to check and reconcile expenditure and income information on computerised system against financial printouts
- Able to prepare annual estimates of expenditure, the annual budget and monitor expenditure
- Able to present information at meetings for budgetary decision
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these

<b>Equalities</b>	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.
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