



GATEWAYS SCHOOL

Candidate Information Booklet

Job Title:	6 th Form Matron/Housekeeper
Reporting to:	Head of 6 th Form
Start Date:	September 2022
Working Hours:	8-5pm Monday – Friday during term time <i>plus occasional evenings, staff training days and 10 additional days throughout the year</i>
Probation:	This role is subject to a six-month probationary period
Salary:	A competitive salary in the range £22,000 to £26,000 will be offered dependant on experience
Staff Benefits:	<ul style="list-style-type: none">✓ Free lunches during term time✓ Access to a contributory pension scheme (<i>subject to eligibility</i>)✓ Free parking✓ Fee remission for any children eligible to join the school✓ Access to an Employee Assistance Program through Health Assured✓ Access to a Cycle to Work scheme✓ Access to the Electric Dreams electric car scheme.



Introduction

Gateways School is currently seeking to appoint a Matron to facilitate the efficient day-to-day management of a new 6th Form Day House.

'The Old Vicarage' is a new acquisition for Gateways School and the building is currently undergoing a major refurbishment program before it is brought into use as our new 6th Form Centre (House) from September 2022.

It is an exciting time to join Gateways School and to become the inaugural 6th Form Matron.

The successful candidate will work in liaison with the Head of 6th Form to create a pleasant atmosphere within the House, ensuring that the highest standards are maintained, through general supervision, awareness of health and safety and other legislative requirements and acting as a link between students, parents, colleagues and members of the whole School community.

Applicants should possess a genuine interest in young people, in their welfare, pastoral care, and their education. Pupils in the house will range in age from 16-18 years old and so an ability to work well with teenagers is essential.

The successful candidate will have a confidential, approachable manner and will be an effective communicator, possessing excellent interpersonal and listening skills. You will be IT literate with general administrative experience and the ability to work autonomously alongside a willingness to play a part in the House activities.

Gateways is a thriving school with a particularly friendly and supportive staff and student community. Gateways school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Gateways School is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Purpose of the job

- To work closely with the Head of 6th Form and 6th Form Tutors to ensure continuity of care, general welfare and personal development of the 6th Form students in a new specialist setting.
- To ensure the effective running of the House, ensuring that it is well presented, well equipped and safe.
- To be the first point of contact in the House for parents, visitors and students ensuring that they are made to feel welcome and are assisted as required.



Main duties and responsibilities

Working with the students:

- To liaise with the 6th Form team, ensuring the provision of a comfortable working environment and to provide appropriate care to 6th Form students meeting their individual needs as required.
- To build relationships with the 6th Form students in order to understand their pastoral and academic needs.
- To be aware of, and respond to, the special needs of individual 6th Form students, including those from different cultural backgrounds, and to be aware of the changing needs of all students as they develop.
- To liaise with the Head of 6th Form concerning the general health and lifestyle of the students, and to take appropriate action in the case of illness liaising with parents as necessary.
- To encourage the students to follow the House routines including registration and signing out procedures.
- To ensure high standards of dress from the 6th Form students and to liaise with parents appropriately about raising standards when required.
- To work with the Head of 6th Form and the 6th Form Tutors to ensure that the House is not left unattended and that students are always adequately supervised at all times.
- To assist the Head of 6th Form, in ensuring that the presence of students is checked individually and personally at the times required, completing registers as necessary and reporting anyone missing immediately to the Head of 6th Form, and in their absence, the Deputy Head or Head.
- To monitor students during their study periods, knowing which students should be working and where.
- To be aware of which students are on academic monitoring and to keep a close eye on how they are using their time.
- To assist with the planning of House activities, events and birthday celebrations and to participate as required.

Working with the 6th Form Team and other members of staff:

- To attend regular 6th Form Pastoral meetings and INSET days as organised by the Head of 6th Form at which minutes are taken and circulated to key stakeholders within the school.
- To contribute ideas to the Head of 6th Form on ways to improve the experience of the 6th Form students and to take responsibility to carry these ideas through as appropriate.
- To communicate regularly (at least daily) with the Head of 6th Form about any matters of importance relating to the welfare of individual students, or the running of the House. All information should also be communicated through a Day book and CPOMS as necessary.
- To work with the 6th Form team and the relevant teachers to help any student who needs care or advice or where there are behaviour management issues.
- To make recommendations to the Head of 6th Form for the smooth running of the House in the event of the absence of any member of the 6th Form Team.
- To participate in the programme of induction of new staff into the House as required by the Head of 6th Form.

House / Facilities support:

- To base yourself at all times, within the environs of the House in order to meet and greet visitors and students in line with the visitor policy and to take a proactive approach to queries.
- To help to ensure all fire regulations are rigorously met, to assist with the regular fire drills as required by the School's Fire Safety Policy and to act as the Fire Warden for the House.
- To manage the orders of sundry items such as fruit and newspapers as required.
- To manage the laundry within the House proactively, ensuring that the kitchen and bathrooms are always stocked with fresh towels etc.
- To check on and ensure the tidiness of the rooms regularly during the course of the day.
- To check on any damages and breakages that may have occurred in the House and report these to the Head of 6th Form.
- To liaise with the cleaners at least once a day to ensure that there is regular and effective communication, and to monitor standards and inform the Head of 6th Form of any concerns.

- To liaise with the gardeners to ensure that the grounds are always well presented.
- To work with the Head of 6th Form at the end of every term and half term to ensure that the House is safe and secure and left in good order for effective cleaning to take place.
- To work with the Head of 6th Form to ensure that the House is ready to welcome students on the return after every holiday and to check that all repairs have been carried out in good time in liaison with, and under the direction of, the Head of 6th Form.
- To ensure that a list of repairs is prepared for Head of 6th Form at the end of every term and once agreed, to submit this to the Operations Manager and to then monitor progress of the work required.

Administration:

- To contribute to the social media feeds and any digital signage systems in the House, to design posters, input messages, take photos regularly and update 6th Form displays.
- To contribute and participate positively in the preparation and implementation of a 6th Form Development Plan.
- To help the Head of 6th Form as necessary in administrative tasks.
- To develop and maintain record keeping and filing systems for the House.
- To help the Head of 6th Form to maintain accurate records of all personal information relevant to the care of individual students, including the relevant areas in the School Information System.
- Welcome, sign in and escort visitors and contractors to/around the premises in accordance with Safeguarding and Health and Safety practices.
- Issue temporary lanyards to students, chasing those not returned.
- Promptly answer phones & emails.
- Maintain reasonable stock levels of stationery and supplies for students and staff.
- Assist the Head of 6th Form in the smooth running and delivery of the Kickstarter package.
- Be responsible for the allocation of locker keys and lost property.
- Manage room bookings within the House.
- Oversee the catering provision, assisting Holroyd Howe with service when required.
- Contribute to the induction arrangements of new 6th Form students as required by the Registrar.

General:

- Be the dedicated First Aider in the House, liaising with the School Nurse as required.
- Follow all school policies.
- Be responsible for the supervision, safeguarding and general welfare of the 6th Form students.
- To maintain high personal standards of prompt arrival for House responsibilities and events, and appropriate professional appearance.
- To attend staff training as required (INSET).
- To work additional hours prior to the term start and at the end of term to ensure the House is in good order.
- To seek the Head's authorisation for any absence from school when on duty and to give notice as early as possible in the case of unavoidable absence through sickness.
- To carry out any other reasonable duties as requested by the Head of 6th Form and/or the Head.

Safeguarding

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	IDENTIFICATION
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Minimum of A* - C in English & Maths <i>(or equivalent)</i> ▪ Valid First Aid qualification <i>(essential but training can be provided post appointment)</i> 	<ul style="list-style-type: none"> ▪ Any additional qualifications relevant to the role. 	<p>Application Form</p> <p>Certificates</p>
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience in a caring profession. ▪ Ability to communicate confidently and deal with challenging situations should they arise. ▪ Ability to remain calm under pressure and take decisive action when required. ▪ Ability to maintain accurate records with sound IT literacy. ▪ An excellent telephone manner. ▪ Clear communication skills, both oral and written. ▪ Good organisational skills and the ability to prioritise and manage tasks. ▪ An eye for detail and accuracy. ▪ Experience using Microsoft Office, specifically Word and Excel. 	<ul style="list-style-type: none"> ▪ Experience in an independent school setting. ▪ Experience with older teenagers. ▪ Experience in a similar position. ▪ Experience in a fast-paced environment. ▪ Experience using iSAMS & Firefly communication systems. 	<p>Application Form</p> <p>Interview</p> <p>Professional References</p> <p>Observation</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> ▪ A professional manner and appearance. ▪ Friendly, warm personality with excellent inter-personal skills. ▪ Self-motivated with a positive, professional attitude. ▪ Ability to work as part of a team yet also to work under own initiative. ▪ High levels of honesty and integrity. ▪ An awareness of the importance of confidentiality, sensitivity and tact particularly when dealing with personal issues. ▪ Flexibility and willingness to be adaptable, accessible and approachable. 		<p>Application Form</p> <p>Interview</p> <p>Professional References</p> <p>Observation</p>
SAFEGUARDING CHILDREN	<ul style="list-style-type: none"> ▪ Ability to maintain appropriate relationships and personal boundaries with children and young people. ▪ Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline. ▪ Understanding of the importance of safeguarding and child protection and its impact on this role. 		<p>Application Form</p> <p>Interview</p> <p>Professional Reference</p>