



**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 4-18

Health and Wellbeing Centre Matron

The Floating / Health & Wellbeing Centre Matron plays a vital role in promoting the wellbeing, health, and happiness of pupils across the College community. Primarily based in the Health & Wellbeing Centre (HAWC), the Matron provides pastoral and health-related support to pupils, working closely with pastoral staff (including HMs and House Matrons), the School Nurse and the Head Matron. They respond to the evolving needs of pupils who present at the HAWC rather than being based in one specific house, though they may be required to cover a duty within a boarding house in the event of staff absence. The Health & Wellbeing Centre Matron reports to the Head Matron.

Key Responsibilities

Pastoral and Wellbeing

- Provide pastoral care and emotional support to all pupils who present at the HAWC, helping to promote a caring and inclusive school environment.
- Build trusting relationships with pupils, noticing changes in appearance, behaviour, or mood, and ensuring concerns are appropriately communicated to HMs, the Head Matron, House Matrons and the School Nurse.
- Follow all safeguarding and child protection procedures in line with school policy, including logging concerns on MyConcern.
- Escalate any mental health concerns to the School Nurse or relevant pastoral leads.
- Maintain a welcoming and approachable presence within the Health & Wellbeing Centre and when visiting houses.
- Promote wellbeing in the HAWC by displaying and sharing information and resources that signpost sources of support.
- Liaise sensitively and effectively with parents and carers regarding pupil wellbeing.
- Attend Matrons' Meetings, daily triage meetings with the School Nurse, and required training sessions.
- Support school events where possible, providing pastoral or first-aid assistance to pupils as needed.

Health & Wellbeing Centre Responsibilities

- Be based primarily in the Health & Wellbeing Centre, providing daily support to the School Nurse and overseeing pupil care, rest, and recovery.
- Administer medication and first aid in line with school health protocols.
- Escalate health concerns to the School Nurse.
- Monitor pupils who are unwell or recovering in the HAWC, ensuring comfort, confidentiality, and appropriate communication with house staff and parents.
- Maintain accurate, timely and confidential medical records using ISAMs.
- Attend regular meetings with the Head Matron and School Nurse to discuss and coordinate pupils' health and wellbeing needs.

- Assist with follow-ups and communication with external medical professionals as required.
- Maintain the operational effectiveness of the HAWC by ensuring a clean, safe, functional and welcoming environment, liaising with IT / Maintenance / H&S / Housekeeping if required.
- Ensure HAWC Treatment Room first aid stock is maintained and undertake first aid Stock Checks as directed by School Nurse.
- Support the Head Matron and School Nurse with checking on-site Emergency Medical Kits, First Aid Kits and Defibrillator
- Ensure the off-site trip First Aid Bags, Asthma Bags and Emergency Medical Kit bags are regularly checked and maintained. Follow up with staff any kit that is not returned in a timely manner.
- Provide administrative support for trip handovers (organising and carrying out handovers and ensuring Trip kits and Folders are prepared ready for handovers).
- Provide administrative and pastoral support for occasional Foundation wide pupil clinics (for example Mouthguard fittings and Immunisation Clinics.)
- Ad hoc / project-based support for School Nurse and Head Matron.

Support to Boarding Houses (Floating Role)

- Liaise daily or as required with Housemasters/Housemistresses and House Matrons to support the pastoral and health needs of pupils in their houses.
- Visit boarding houses when required to offer support, complete health and wellbeing check-ins, and ensure continuity of care.
- Assist pupils with any health-related queries, medical appointments, or medication routines within their houses.
- Help ensure houses are informed of pupils' health updates, recovery plans, or restrictions advised by the School Nurse or medical professionals.

Medical and Health

- Administer over the counter and prescribed medication in the Health & Wellbeing Centre and, where necessary, in boarding houses.
- Follow all medical and health-related policies and protocols.
- Escalate medical concerns and emergencies appropriately and support the School Nurse during medical emergencies if required.
- Record accidents on SmartLog and ensure appropriate follow-up.
- Drive / escort pupils to health-related appointments and collect prescriptions as required.
- Support the School Nurse/Head Matron to provide first aid cover at whole-school and sports events.
- Liaise with sports staff regarding pupil injuries and ongoing health concerns.

Health and Safety

- Ensure the safety, security, and wellbeing of pupils under your care at all times.
- Comply with all Health and Safety regulations, including COSHH, Manual Handling, Safe Systems of Work, and Fire Safety.
- Report hazards or potential risks promptly to relevant staff or management.
- Cooperate with regular inspections and fire safety system testing.

Professional Conduct

As a Matron, you will build supportive, professional relationships with pupils while maintaining appropriate boundaries. You are expected to demonstrate discretion, empathy, and integrity at all times. Collaboration with the School Nurse, Head Matron, House staff, and wider pastoral team is essential to ensure the health, welfare, and safety of all pupils.

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none">• Organised and methodical• Ability to work on own initiative• Experience of working in a School or medical/care environment• Excellent verbal and written communication• Able to work calmly under pressure• Experience of providing pastoral care to pupils• Able to motivate and work with children• Emotional resilience• A caring disposition and an empathy and understanding of young people• Excellent manner with parents, guardians, pupils and staff.
Qualifications/ Experience	<ul style="list-style-type: none">• A good standard of general education• Driving licence and use of own car to escort pupils to health and wellbeing appointments is desirable• Understanding of First Aid/Emergency First Aid Certificate• Good literacy and numeracy skills• Understanding of data protection• Experience of working with confidential and sensitive information
Other Requirements	<ul style="list-style-type: none">• Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.