



RADLEY

# Matron

Radley College, Abingdon, Oxon OX14 2HR  
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[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Key Duties

## General welfare

- To be responsible, in conjunction with the Tutor, for the boys' general welfare, health and presentation.
- You will be expected to help new boys to settle in and to look after all boys in the Social, both on a day-to-day basis and in helping them individually to cope with any crises in their lives. This will involve listening to their problems over a wide range of issues. A PHM is expected to help the Tutor to create a friendly and happy atmosphere in the Social and will also often be a point of contact with parents.
- Unique to Radley, our 'Cocoa' evenings are a special time to get to know the boys and talk to them about a variety of subjects. You will host a Cocoa (9.00 pm-10.30 pm) up to three times a week. One of these will be a Saturday night Cocoa.
- A PHM will be expected to be fully cognisant of child protection procedures in the school.
- The PHM should monitor boys' daily routine (including punctuality, meal attendance, diets, etc) and work with the rest of the Social team to help boys meet expected standards.

## Health

- To assess illness and injuries, then to deal with minor problems and to refer to the Lead Nurse at the Health Centre all other medical matters, in accordance with the advisory notes issued by the school Doctor.
- To arrange orthodontic and physiotherapy appointments and to accompany and transport boys as necessary.
- Take emergency cases to hospital where appropriate.
- Keep in-house medical files up-to-date and ensure that the computer log of 'off-games' is accurate.

## Housekeeping

- Line management of the cleaners rests with the Housekeeping Management Team. However the PHM will ensure that there is a clean and pleasant environment in the Social throughout the term. S/he works closely with the Housekeeping Management Team to ensure cleaning meets the standards the College requires.
- To supervise the collection and redistribution of boys' laundry. Liaising with the Housekeeping Management Team, ensure sewing is collected and delivered to the central sewing team, ensuring that that boys' personal clothing and items throughout the Social (like curtains) are kept in good repair.
- To liaise with the Tutor in ensuring that satisfactory and safe standards are maintained in the Social, including reporting any necessary repair or maintenance work to the Maintenance team.
- Be in charge of securing boys' rooms at the end of term and at half terms.

# Person Specification

- willingness to develop own professional skills;
- ability to motivate and inspire pupils;
- reliability;
- self-confidence and enthusiasm.
- ability to translate care and concern for children into practical actions that make the pupils feel safe and enable them to be successful.;
- ability to plan time effectively and to organise oneself well;
- adaptability, resilience, energy and perseverance.
- ease with, and interest in, young people
- a sense of joy and fun;
- boarding experience.
- strong organisational and administrative skills including email, and Microsoft Office suite.
- the ability to analyse and evaluate information;
- judgement and attention to detail.

