



## **JOB SPECIFICATION: Working as a Matron on ATE Superweeks**

**Qualifications:** Nursing qualifications, nurses in training, or experienced in similar work in boarding schools etc. with up to date Emergency First Aid or Paediatric First Aid. Administration of Medication.

**Line Manager:** The Director

**Pay:** Varies according to experience

**Hours:** We assume that, on average, you will work 48 hours per Superweek [6 hours a day for a period of 8 days].

Your pay will be transferred directly into your bank account from the ATE Office on Saturdays. Thus, if your Superweek runs from Wednesday to Wednesday you will receive the first payment during the Superweek for Wednesday to Saturday. The second payment will be made on the following Saturday for the period Sunday to Wednesday.

### **Background to the organisation**

Active Training and Education (ATE) is a charitable organisation that delivers residential camps for children across the UK and beyond. Our summer camps (called Superweeks) are delivered by highly trained, skilled and creative teams of volunteers. The charity also delivers events and training to schools, educators, and other childhood and educational organisations. All our activities are administered through a central office located in Malvern, Worcestershire. The central office is the hub for communications with our customers and staff. For further information about ATE please read our website at [www.superweeks.co.uk](http://www.superweeks.co.uk).

### **Job Purpose**

There is a pastoral team of staff working directly with the children and running their programme of activities, and a domestic team. Matron actually belongs to both!

The Pastoral team is made up of a Director, a Matron, an Assistant Director and between 6 and 10 monitors, depending on the number of children on the holiday. The Domestic team comprises a Matron, a Caterer who is responsible for providing a balanced diet for all the community and several General Assistants. The General Assistants work with the Matron and the Caterer providing support in all matters relating to food delivery and hygiene.



## Roles and Responsibilities

- **'In Loco Parentis'** It is important to understand that the Matron, along with the Director of the Superweek are the only two people who have a **formal** In loco parentis' responsibility for the children on the Superweek. ATE regulations state that at any one time one of the Director or Matron must be in an accessible place within the centre, usually the 'Directors Office'.
- **'On-call' 24/7.** The Matron is required to be 'on-call' for the whole time in case of accidents or medical emergencies, however, this is thankfully a very rare occurrence. On the vast majority of Superweeks, Matrons are able to plan periods of work and relaxation whilst remaining accessible in case of emergency.
- **The health of the children and staff**
- **The hygiene of the premises.**

## About your time with us

### Arrival

The Director of your Superweek will contact you by phone or email to make arrangements for your arrival before the Superweek starts. It is important for you to arrive at the centre 24 hours before the Superweek starts to enable you to get your bearings, to get to know your work space, help make any preparations necessary for the start of the Superweek and to get to know the other staff before the children arrive.

### Bed & Board

Full bed and board is included. We expect you to be resident for the whole period of the Superweek, and will provide a bedroom plus adequate facilities for washing and storing clothes etc. You will usually have a room attached to the surgery to facilitate your work balance.

### Out of work hours

You are welcome to get involved in the life of the Superweek outside of your working hours, and to get to know the children and Monitor team, take part in activities etc. Many find the experience of living in a happy holiday community among an enthusiastic group of young people and spending time in a lovely country setting, to be both stimulating and enjoyable, and return year after year and regard their connection with ATE and its Superweeks as an important part of their lives.

### Daily working hours

There will clearly be some variation in the average hours worked day to day and work may take longer at the start while a routine is being developed and less time towards the end. ATE is not able to pay 'overtime' for hours in excess of hours contracted, so it is important that you plan your workload accordingly.

### Travel expenses

All reasonable travel expenses (i.e. by the cheapest reasonable route), and any ATE mileage incurred during the week, will be refunded and will normally be paid to you by the Director of your Superweek. If this does not happen for any reason then you should send evidence of travel costs (train tickets, etc.) to the ATE office



when you return home and a refund will be made into your bank account. For overseas applicants, please note we can only refund travel expenses from the point of entry into the UK to the Superweek/s worked. All travel expenses from your home to the UK point of entry; flights, ferry and Eurostar tickets etc. will be at your own expense.

### Meeting the children's needs

The Director will let you have the children's medical and personal information when you arrive and in the 24 hours prior to children arriving. The record cards hold important information and you will need to read through these making notes of important details such as:

- who will need regular medications
- who is a potential bedwetter (children are told to bring sheets, but matron will need to ensure these have been put on the bed – usually as children are unpacking / over the first meal). It is also a good idea to talk to the child's monitor and devise a plan if a bed was wet
- who has a medical condition – **it is fine to call parents for more information if needed.** Do make sure you note anything the child's Monitor will need to know. Monitors arrive on the coach with the children and will need to be informed on the first evening.
- swimming ability of children.
- where the local Doctors Surgery/ A and E is.

### Twice Daily Surgery

Matron is expected to hold a 'surgery' after breakfast and after supper, to deal with regular medication, normal sore throats, aches and pains, etc. Details of treatments or medicines given are to be recorded on Surgery sheets which will be provided. It is the responsibility of the Matron to nurse anyone who becomes ill (though not many ever do), and to liaise with the local doctor and hospital as and when needed. **All medication must be collected in upon arrival and kept in Matron's possession.** This includes medication from any staff members who are sleeping in dormitories and therefore do not have a safe place to store medication away from the children.

**Maintaining the hygiene of the premises:** the Matron works with and oversees the General Assistants to ensure the premises are kept clean and hygienic and do not become a health hazard in any way. Occasionally local cleaners are employed (usually those who work at the particular premises during term time), and in this case it is a matter of liaising with them to ensure the work has been carried out.

Recommended cleaning:

- |                                 |                 |
|---------------------------------|-----------------|
| - Bathrooms and toilets         | Daily           |
| - Dining room tables and floors | Daily           |
| - Dorm floors and corridors     | Every other day |
| - Communal spaces               | Every other day |

Please ensure adequate handwashing facilities (soap and towels) in bathrooms are in place before the children arrive.

### Further Information



All Superweeks are different and the premises vary considerably. Penn Wood, under canvas, has very few cleaning duties in comparison to Abberley Hall or Moor Park. This will have been taken into consideration in the number/experience of General Assistants on the team. Below you will find a series of suggestions about what you can expect to find and to do. These are guidelines to help you understand the role and to feel confident that you haven't overlooked anything. If there are things that you think we should add/alter please let us know after your Superweek so that we can amend the information for future Matrons.

### **Prior to the arrival of the children**

**Premises** Check the premises to establish whether there are enough loo rolls, hand wash, cleaning agents etc. to maintain a hygienic environment. General Assistants will need rubber gloves for cleaning duties of a different colour to the rubber gloves they use for washing up. Some premises provide all cleaning materials and others provide none. Centres are not consistent year to year so we cannot advise in advance. The Director has a cash advance and will be able to cover the costs of any necessary cleaning materials you purchase. Always buy the minimum amount needed to maintain the hygiene and use supermarket own brands where possible to keep the costs down.

**Surgery Box** Check the contents of the surgery box provided by ATE. Check dates. (Every effort is made at HQ to ensure that supplies are within date but in the busiest weeks sometimes things slip through.) Occasionally you will need to purchase some extra medication. A Matron may buy medical supplies as needed to augment those provided from the office, so long as unnecessary expense is avoided. The Director will reimburse you during the Superweek for any costs. **Please only buy what you need for your time with ATE, and only buy small bottles of medicine which will fit in the surgery boxes.**

**Health and Safety Booklet.** Find time to make yourself full aware of the content of this booklet, in particular noting the details around the reporting of incidents and accidents.

**The Matron will meet with the Director.** The following will be discussed:

- Surgery times
- Medical supplies
- Arrangements for taking in medicines, and arrangement for keeping anything dangerous locked away (with the key available to the Director and the AD, especially if Matron is out)
- Communication with local doctors, hospitals, etc.
- What the arrangements are for getting a child to Casualty fast if necessary
- Is there anything in the children's record cards that requires discussion
- Specific medical conditions and what is both necessary and appropriate to share with monitors e.g. serious allergies especially those requiring EpiPen treatment would be shared with everyone. An asthma inhaler would be shared with the monitor because the monitor is in charge of this.
- Any relevant information about swimming from the record cards
- What rooms are to be cleaned daily and which from time to time
- Where cleaning equipment is
- Cleaning supplies



- When is the best time to do dormitories and bathrooms
- The supply of Surgery Record Sheets and what to record on which
- Relations with the Caterer
- Relations with General Assistants, and your role in looking after their welfare including work rotas and time off
- Relations with Monitors
- Attendance at Monitors' meetings
- Any staff medical needs
- Relations with children, and how far you will take part in their activities
- System for knowing when you are out, and for how long
- Systems for keeping an eye out for bedwetters, and washing wet sheets, etc., if necessary
- The washing of clothes in emergency in general, and that you are the person in charge of the washing machine

**The Matron and Caterer will meet together with the Director.** The following will be discussed:

- How many staff will the Matron need for cleaning, and for how long?
- How many staff will the Caterer need in the kitchen and for how long?
- How will GAs be organised to lay tables, wash up and serve up food?
- When will domestic staff eat? Before or after the children? How will this be organised?
- How can a rota be worked out so that no-one feels they have the worst jobs every day?
- How is time off to be organised?
- Procedure if at any time either Matron or Caterer feels the system is not working

### **On the first evening**

- During unpacking circulate the dormitories to introduce yourself
- Collect in all medicines, make sure they are clearly labelled and stored in a safe place
- If you have any doubts about a medication/treatment, call the parent/guardian
- Check discreetly that bedwetters have suitable plastic sheeting in place
- At the evening meeting make sure that monitors are aware of health needs of those children in their teams, who needs to carry an inhaler etc.
- Encourage monitors to tell you if at any stage they have concerns about someone's health and wellbeing, including eating. It is important that all children have sufficient food even if they are 'fussy' eaters. You will be able to liaise with the Caterer to address this.
- Make sure the Director announces when and where surgery is

### **During the Superweek**

- Where possible it is good practice to meet daily with the GAs and Caterer for a coffee break or similar so that there is a regular time when the whole team get together. If the Director is able to drop into this regular session it is an ideal time to check that all is going well with cleaning, food quantities etc.
- Hold twice daily surgeries at regular times
- Work alongside the General Assistants to maintain hygiene, following the cleaning guidelines.
- Change bedding/wash pyjamas etc. for any bed wetter



- Provide support for homesickness. May need to keep parents in the picture. This will be done in collaboration with the Director.
- Prepare First Aid kits for groups taking their teams off site.
- Any health concerns, contact the local doctor's surgery and if necessary take the young person for an appointment. In case of an accident it may be necessary to attend A & E.
- Telephone parents to inform them if the above courses of action are necessary
- You will be working in close contact with the Director and Assistant Director. Activities such as swimming will be scheduled in advance as these require the presence of the matron.
- It is important throughout to notify the D/AD of your whereabouts in case you are needed, even when having a break.
- Inform the Director if you need to go off site. Any 2 of the Director, Assistant Director and Matron must be on site at all times (except on the day of the excursion)
- Excursion. You will need to accompany the coach taking all medication etc. and first aid kit. Often you will be asked to drive and follow the bus in case someone needs to go to A & E etc.
- You may need to use the centre's washing machine to wash some clothes for some children
- You are likely to be one of the few people to have a car onsite. There may be an occasion when you need to provide a lift to/from the train station etc. If you go shopping it is helpful to find out if you can get anything for the Director etc.

### **Towards the end of the Superweek**

- If you have not previously telephoned parents about a medical issue that has arisen, write a note to go home in the suitcase. This would only be for something relatively minor, anything more significant the Director (or you) would have informed the parents of at the time.
- Make sure that all medication is correctly labelled and returned to the young person on the morning of departure. Usually bags are packed and dormitories are cleared before breakfast on the day of departure. This enables the matron to give medication to children and see that it is put in suitcases during breakfast.

### **After the Children have left**

If you are the last Superweek at the Centre:

- At ATE we leave premises in better condition than we find them which enables us to negotiate lower rents and to keep the cost of the holiday as low as we can. The clear up after the children have departed requires good motivational skills as all staff are tired!
  - There will be some pastoral staff as well as the GAs to help in this task. It is a good idea to have some **lists** for them to work from so that everyone can leave by the early afternoon
  - The Director will have lists of furniture movements etc. and may ask the GAs to help put items back where they came from
  - In between managing your surgery 'pack up' keep an eye on progress and encourage the weary!
  - Pack the surgery box making a note of anything that is missing or that you think should be included in future
  - Put together all surgery reports, medication lists, incident and accident forms and hand the complete package to the Director for returning to the ATE office
  - Collect up unused household items, hand wash, cleaning agents etc. and pack to send back to the office
- If there is another Superweek coming in behind you:



- The centre needs to be left in a good state of cleanliness. If the GAs are staying on for the second week, encourage them to fulfil the cleaning duties efficiently in the morning so that they can have a good allocation of time off before the next Superweek begins.
- Audit the surgery box and leave a list of what needs to be purchased by the incoming matron
- Audit the household cleaning supplies and leave a list of what is needed.