

DRAFT



Sadiq Public School
Since 1954

JOB DESCRIPTION

HOUSE MATRON

Dear Candidate,

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for a House Matron.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys) the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2900 pupils aged 3 to 20 years.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of a beautiful 450 acre campus the School is now entering a period of ambitious growth and development in terms of its curricular and pastoral provision and also in terms of its physical facilities for teaching and boarding with a capital development programme now planned to include the construction of a Teaching Centre, Boarding Houses, Sports Complex, Auditorium and Library.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact me via email at principal@sps.edu.pk

We look forward to receiving your application.

David Dowdles

Principal and CEO



The School

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared, for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966 the admission of girls was stopped. A separate Girl's Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for

girls, donated by His Royal Highness the ruler of Abu Dhabi and President of UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Master Plan for the capital development and refurbishment of Sadiq Public School's campus

The Master Plan, approved by the Board of Governors, includes short, medium and long term proposals to significantly upgrade the current facilities and to construct new buildings with, it is anticipated, the following as the initial key priorities:

- A new Teaching Centre for the Senior School with an emphasis on state of the art science laboratories and classrooms equipped with, amongst other things, smart boards and other appropriate technology
- A new library and auditorium
- A number of new boarding houses designed to provide accommodation for approximately 50 to 60 students in a well-equipped, well-furnished and comfortable environment
- A refurbished facility for the Prep School (Boys)

As further phases of the proposed development process the following are planned:

- A new Sports Complex with indoor and outdoor facilities to include additional playing fields, a gymnasium, basketball and squash courts and a swimming pool
- An amphitheatre



Job title

Boarding House Matron

Reporting lines

The House Matron will report in the first instance to the Housemistress, the Head of Section and ultimately to the Principal and CEO

Hours of work

Full time

Accommodation

Single accommodation is provided within the boarding house without charge for rent or utilities.

Job purpose

The House Matron is a member of the residential house team, along with the Housemistress and Assistant Housemistresses. She plays a pivotal role in the running of the boarding house. It is essential that the Matron has a trusting, complementary and good working relationship with the Housemistress, who acts as the immediate manager of the Matron. The Matron is expected to build up a positive relationship with all of those who live and work in the House. This will include the Assistant Housemistresses, visiting tutors, mess bearers cleaners and students. Since Matron is an ever-present figure in the House, it is her responsibility to provide a homely environment and a cordial welcome to all parents/guardians of boarders. Furthermore, Matron is often around at times when other staff are not and consequently sees a range of behaviours and issues that she can deal with instantly and effectively.

The position of House Matron is one of significant importance and responsibility.

- The Matron role supports the Housemistress to create a safe and caring atmosphere throughout the House.
- Working under the direction of the Housemistress, the House Matron is required to play a key role in the pastoral care of all the pupils in the boarding house on a day-to-day basis, with particular responsibility for the physical, social and emotional well-being and presentation of the students in the House.
- The objective of the House Matron is to play a significant role in establishing a 'home away from home' environment in which the boarders are at ease and happy.
- Be a focal point for all communication with the students in the Boarding House and with senior staff when required.
- Encourage the development of the School's leadership attributes and build a cohesive, supportive Boarding community, essential to the school's continuing development.

Job Description

Duties and responsibilities

- Care for students in every respect, as a reasonable parent would do, using caring and kind language and behaviour.
- The Matron will be expected to help new boarders to settle in and to look after all the boarders in the house, both on a day-to-day basis and in helping them individually to cope with any challenges in their lives. This will involve listening to their problems over a wide range of issues. She is expected to help the Housemistress to create a friendly and happy atmosphere in the house.
- Monitoring the behaviour of the boarders within the house, both good and bad and taking the Housemistress on board to both types.

- Maintain a positive culture within the House among all students and staff.
- Support students' English-language learning by using the English language with students at all opportunities.
- Check students' turnout, hair-cut and personal hygiene at all times and all places inside or outside the House/School.
- Oversee the preparation and serving of meals including hygiene of the kitchen and staff.
- Ensure students enter and leave the Mess in an orderly manner, are properly dressed and use good manners.
- Ensure the bathrooms are clean and safe, reporting any maintenance issues immediately.
- Ensure the whole house is cleaned daily.
- Maintain an accurate inventory of house property ensuring no property is loaned without written permission from the Housemistress.
- Maintain registers/records: Leave, Laundry, Pocket money, Order Books, and House property.
- Monitor all visitors and maintain a record of visitors ensuring no one visits or calls out any student during Prep times and after lights out without permission from the Housemistress.
- Ensure all students are aware of the House/School's rules and regulations and any updates.
- Ensure students are well-behaved before and during the morning School assembly.
- Register attendance at meals, Preps and inspections and notify the Housemistress of absentees immediately.
- Take night roll calls and report absences to the Housemistress.
- Check that lights are out by the scheduled time and students are in their beds.
- Assist the Housemistress with preparations for School events.
- Issue exit slips to the students at the end of the term.
- Keeping parents informed about their children's health and well-being.
- Making sure boarders' clothes are kept clean and are repaired and replaced when necessary.
- Supervise the collection and redistribution of boarders' laundry and ensure that boarders' clothing is kept in good repair and is named.
- Referring the boarders to the hospital and calling for emergency treatment if necessary.
- Ensure that at all times the medicines are kept out of reach of the boarders and the medicine cabinet is not left unattended.
- To be available and care for any boarder who feels unwell, injured or upset during the day or night.
- To chat with the boarders so as to know them well.
- To communicate immediately to the Housemistress any worries a boarder may have regarding work, home, harassment, bullying, etc.
- Keeping boarders' records up to date.

- Supervising mess and domestic staff (House Bearers).
- Ordering cleaning and domestic supplies.
- Carrying out inventories of fixtures and fittings and reporting the need for repairs and replacements.
- Supervise all the activities in the boarding house including upkeep of the facility and health and hygiene, safety and security and general well-being of the students.
- Ensure the boarding house environment is academically conducive, socially healthy and disciplined.
- Ensure that no unauthorised person will have access to the boarding house without the prior permission of the Housemistress/Headmistress.
- Ensure no illegal activities are held involving our students or staff in the boarding house premises.
- Ensure the boarding house facilities are not misused or damaged.
- Resolve day-to-day issues of the boarding house, keep a log of all complaints made by students and follow up with the Housemistress for corrective measures.
- Ensuring that the overall ambience of the boarding house premises remains worth living
- Complete administrative tasks such as reports, filing incidents and record-keeping
- In case of emergency or leave of the students or staff, ensure timely communication with the Housemistress.
- Demonstrate a caring attitude in line with understanding of the principles of confidentiality and information sharing, so that matters can be dealt with as they arise while the welfare and happiness of the pupils in the Matron's care are ensured.
- Make themselves available for training courses and professional development, in accordance with the INSET programme structured by the School.
- Be familiar with the fire evacuation plan for the Boarding House and evacuate the students from the building in the event of a fire or any other emergency.
- Be available to help students and parents at the start and end of holiday periods. This includes helping with the safe storage of items that have been agreed can be left over a holiday period.

Daily routine

- Being familiar with the daily routine, as shown in The Boarding Handbook
- Waking boarders in the morning
- Ensuring that beds are made and that there is a sense of tidiness
- Daily check on uniform, shoes and appearance to ensure that each boarder meets standards
- Monitor boarders' daily routine (including punctuality, meal attendance and diets) to help the boarders meet expected standards.

- Checking on pupils who return to the House during the School day to collect forgotten items. Any who are constantly returning should be reported to the Housemistress.
- Being available during break-time in the School
- Being present at bedtime to support the duty member of staff in settling the House for the night
- Establishing a good working relationship on a day-to-day basis with the cleaners to ensure that high standards of cleanliness are being maintained at all times
- Reporting accurately and in detail to the Estates Department about repairs or damage in the House so that it can be addressed effectively

Pastoral Care

The Matron plays a vital role in supervising, mentoring, leading and providing pastoral care for boarders.

- Establish a rapport with the students while maintaining a professional working relationship.
- Develop a culture in which each student can develop their talents and interests to the full and can exhibit and develop leadership qualities while contributing positively to the House and school community.
- Supervising and setting high expectations of standards among the students in the House, overseeing their daily lives and encouraging high levels of effort and attainment
- Implementing the School's Behaviour Policy effectively to maintain discipline within the Boarding House and creating an environment where all forms of bullying and anti-social behaviour are regarded as unacceptable
- Effective liaison with medical staff when necessary
- Liaising with key colleagues over matters of significant concern about individual students or groups of students
- Supporting the induction of new students to the Boarding House

Any additional duties assigned by the Housemistress/Headmistress.

Matron will be off duty on Wednesdays and the first and third Sundays of the month from after lunch till 9:00 PM except on the first and last week of a term.

Person Specification

- A qualification at a degree or equivalent level
- Have the ability and willingness to inspire others; lead by example and be a role model.
- Be flexible and capable of managing change and instilling high standards and possess a 'can do' attitude.

- Be highly motivated, ambitious, collaborative and willing to take the initiative.
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care for staff and students, taking time to support, guide and motivate them
- Be able to think strategically and support improvements in student welfare and their wider learning experiences
- Have good organisational, communication and interpersonal skills
- A warm and sympathetic personality.
- The ability to deal with emergencies calmly.
- The ability to work in a team.
- Patience and a sense of humour
- Should be an approachable, kind and friendly person who is available to all pupils without discrimination or favouritism
- Excellent organisational and administrative skills
- Good interpersonal skills to enable effective communication, both verbal and written with all levels of staff and pupils
- Ability to develop a culture of mutual respect with pupils
- Flexible, organised

The above Person Specification and Job Description are not exhaustive and may be changed from time to time at the discretion of the School.



Timeline for appointment

- Job description finalised December 2024
- Advertisement in the press December 23rd 2024
- Closing date December 31st
- Review of applications w/b 1st January 2025
- Interviews and visit to SPS January 2025
- Appointment confirmation January 2025
- Start date January or April 2025

Terms and conditions

The terms below do not form part of a contract and are for information only.

Hours of work

Such hours as shall be necessary to properly discharge your duties

Contract

Initial 3-year contract

Probationary period

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

Notice period

1 full academic term

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community must be understood and applied.

How to apply

Please submit applications using the application form provided on School website: www.sadiqpublicschool.com. Applications should be sent by courier service or email for the attention of Mr David Dowdles, Principal and CEO Sadiq Public School. In addition, a covering letter of no more than three pages should be prepared and sent with the application.





Sadiq Public School