

MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION

Position: Matron
Reports to: Deputy Principal Administration.
Supervises: None
Department: Education Mission.

OVERALL JOB PURPOSE

The matron is responsible for creating a happy, healthy and well-disciplined atmosphere for learners while in the dormitories and at school. The Matron is required to play a key role in the care of all the students in the dormitory on a day-to-day basis, with particular responsibility for the physical, social and emotional well-being and presentation of the learners.

DUTIES AND RESPONSIBILITIES:

1. Helping learners settle into school life with nil or minimal complaints.
2. Make timely communication to the kitchen staff in case of change of menu or special diet for learners.
3. Follow up and report to the school management in regard to poor students' behaviour or indiscipline cases.
4. Making sure learner's clothes are clean and are repaired and or replaced when necessary.
5. Keeping the school management informed about the learner's health and well-being and keeping accurate health records.
6. Looking after learners with minor illnesses and ensuring that learners take their medication as prescribed.
7. Ensure timely report of sickness cases and regular update of records to enhance accuracy.
8. Assess illnesses and injuries and to refer to the school Nurse all medical matters in a timely manner
9. Taking learners to the clinic and assist in calling for emergency treatment if necessary.
10. Keeping accurate learners records up to date.
11. Demonstrate expert skills in first aid and emergency medical care for the learners.
12. Be responsible for health and safety matters for learners.
13. Ensure that the dormitory stays fresh and well aerated at all times (ensure that there is no unpleasant odour coming from the dormitories)
14. Supervising cleaning of the dormitories, toilets, staff quarters and the surrounding areas.
15. Ensure adequate measures have been put in place to ensure nil or minimal incidences of theft cases and those raised adequately resolved.
16. Ensure of all the students' personal items are well labelled with nil or minimal incidences of lost items.
17. Ensure consistency in hygiene is observed in the dormitories, toilets, staff quarters and school compound.
18. Ensure proper maintenance of the dormitories with nil or minimal complains raised.
19. Ordering for dormitory cleaning supplies and fumigation supplies when necessary.
20. Carrying out inventories of fixtures and fittings and reporting the need for repairs and replacements to the supervisor.

21. Integrate the function with other functions and departments to ensure proper coordination with other stakeholders.
22. Perform any other duties as maybe assigned from time to time.

Academic Qualifications and Experience

- Certificate or diploma in Community Health, Nursing, from a recognized institution
- First Aid Training
- Be mature in age
- A minimum 5years working experience in a learning institution
- Must have passion and commitment to work with children/students
- Experience in guidance and counselling is an added advantage

Competencies/Abilities/Skills Required

- High level of motivation, integrity, confidentiality, commitment to Christian values and professionalism.
- Must have ability to work and relate well with people from diverse background, and handles people in a firm but highly respectful manner.
- Able to communicate well in English and Kiswahili. Must be able to read and write both languages well.
- Compassionate yet firm approach to guidance and discipline
- Patient, flexible and open minded.
- Must be a well-organized individual who is able to coordinate tasks well and complies with given instructions.
- Records Management
- Friendly and loving, sensitive and responsive for the needs of dynamic student population.