

SCHOOL MATRON

DISTINGUISHING FEATURES OF THE CLASS:

This is normally routine work in a school involving cleaning duties, attending to girls needs and student supervision. Employees in this class are required to be able to establish highly satisfactory relationships with school age children and qualities of tact, courtesy and firmness are necessary for effective performance on the job. Occasionally School Matrons must respond to emergency situations e.g. student fights, illnesses, etc. Work is performed under the general supervision of the school principal.

TYPICAL WORK ACTIVITIES:

1. Cleans girls' rest rooms and locker rooms;
2. Maintains order in girls' rest rooms and locker rooms;
3. Washes graffiti from walls;
4. Assists girls with problems of feminine hygiene;
5. Walks corridors, lunch rooms and gym to maintain order;
6. Reports students who are smoking or otherwise violating school rules;
7. Attempts to break up fights between students;
8. Drives sick students home;
9. Drives home students being disciplined for improper dress;
10. Issues towels and bathing suits to girls;
11. Keeps girls' rest rooms adequately supplied;
12. Acts as chaperone at school social affairs, dances, special trips, etc.;
13. Performs miscellaneous cleaning duties throughout the school;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of basic institutional cleaning practices and equipment; working knowledge of first aid principles and practices; ability to establish highly satisfactory relationships with school age children; ability to be firm yet courteous with children; ability to command respect; tact; willingness to perform routine tasks; dependability; initiative and resourcefulness; good moral character; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of satisfactory paid or volunteer work experience involving public contact and/or supervision of others; or any equivalent combination of training and experience.

SV9409

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