

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Matron	3. Salary Level: L17-15	4. Division: Ministry of Education (SSS)
5. Reports To: Principal	6. Direct Reports: Deputy Principal	
7. Primary Objective of the Position: To attend the general welfare of the students, report on the general condition of the students' loving quarters and the dining, or assist the kitchen staff in stamping of the meal cards and serving meals to all, to report any students' cubicle damages and to keep record of dormitory equipment issued to students.		

8. Position Overview	
9. Financial: Nil	10 Legal: Education Act 2013, Kiribati National Condition of Service, Customer Service Standard, Education Code of Ethics and all policies and procedures set by the school.
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Deputy Principal • SSS Support Staff To be referred to Manager: <ul style="list-style-type: none"> • Attending to the needs of the boarding dormitories • Keeping an up to date record for each boarding student including cubicle content 	12. External Stakeholders: <ul style="list-style-type: none"> • Parent • School Committee • Student • Staff at MoE Headquarter To be referred to Manager <ul style="list-style-type: none"> •

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Orderly manner of living quarters and dining area	Monitoring of students' behaviour to be decent at all times	Orderly manner of student behaviour
Cubicles be pleasant and very clean Assist on other delegated responsibilities	Good monitoring of students behaviour	Minimal damage of cubicle and compound items

10. Key Challenges	11. Selection Criteria
<p>Assist in preparation of college social functions Age must be between 25 and 45 years</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 6 or Class 5 Certificate with one year relevant work experience.</p> <p>11.2 Key Attributes (Personal Qualities): The post holder should possess:</p> <ul style="list-style-type: none"> • Caring, Social and understanding • Patience and good listener • Clean police record • Mentally and Physically fit • Kitchen/Cooking literate • Able to write good report

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