

BWERA SCHOOL OF HEALTH SCIENCES

JOB DESCRIPTION

Title: Matron/Patron

Deadline: February 21, 2025 (midnight- Ugandan time)

Location: Bwera, Kasese, Uganda

Position Type: Full Time

Department: Administration

Reports to: Assistant Administrator

Reportees: None

1. Background

Established in 2015, Bwera School of Health Sciences (formerly, Bwera School of Nursing and Midwifery) is one of the leading private health training institutions in Uganda, located in Mpondwe-Lhubiriha Town Council, Bwera, Kasese. Bwera School of Health Sciences consists of two schools, namely, Bwera School of Nursing and Midwifery and Bwera School of Environmental health sciences (BSEHS). Together, both schools have a total of 40 faculty and staff, with an enrolment of over 600 students, pursuing various certificate and diploma programs in environmental health, nursing and midwifery. The school seeks to transform communities by providing people-centred care through training of competent health professionals, research and community service. Both BSNM and BSEHS are registered with the Ministry of Education and Sports (MOES) and serve as examination centres for the Uganda Nurses and Midwives Examinations Board (UNMEB) and Uganda Allied Health Examinations Board (UAHEB), respectively. Beyond conventional teaching, the school trains in sign language and ICT to enhance students' skills in provision of holistic healthcare. As a corporate institution, the school provides charity services to foster socio-economic transformation of the local communities. It is also strategically located at the border of Uganda with the Democratic Republic of Congo (DRC) and hence accessible to international trade and tourism.

2. Job Summary

The School Matron/Patron is primarily responsible for the overall well-being, safety and care of students in the school hostels, overseeing their daily living, health, hygiene, and emotional needs within the school setting. She or he is directly answerable to the Assistant Administrator, under the overall supervision of the School Principal.

- Minimum Qualification: O level
- Experience Level: Junior level
- Experience Length: 2-3 years

3. Duties and Responsibilities

Student well-being

- Monitors students' health and hygiene practices, reporting any concerns to the Sick Bay Nurse.
- Provides basic first aid and administers medications as needed under proper guidance.
- Listens to students' private concerns and provides emotional support when necessary.
- Ensures students adhere to hostel rules and regulations.
- Attends and contributes to regular meetings regarding student welfare as required.

Daily Operations

- Oversees hostel cleanliness and neatness.
- Coordinates and monitors laundry services for hostel students.
- Manage student schedules and routines within the boarding house.
- Provides daily report to Supervisor on hostel students' issues.
- Conducts daily rollcalls for hostel students.
- Receives and orients both new and continuing students on hostel regulations.
- Submits verbal reports to administration regarding student welfare.

Communication and teamwork

- Maintains open communication with students, parents and school administration regarding student wellbeing.
- Reports any significant incidents or concerns to relevant authorities promptly.
- Works closely with the school sick bay nurse to coordinate medical needs of hostel students.
- Ensures proper record keeping of the medicines dispensed to the Students.

Parental Role:

- Acts as a supportive parental figure, offering guidance and encouragement to hostel students.
- Encourages positive relationships between students and nurtures a sense of community within the hostel.
- Acts as the next of kin for students admitted to the School Sick Bay or Hospital until parents or guardians become available.

4. Key Performance Indicators (KPIs):

- Accurate and up-to-date student health records
- Compliance with sanitation & hygiene protocols and cleaning schedules
- Timely response to student medical emergencies
- Rate of reported student health concerns addressed promptly
- Students' satisfaction scores/feedback

5. Qualification & Experience

Qualification

- Certificate in Ordinary Secondary Education (O level)
- Letter of recommendation from the Chairperson LC I
- Letter from the Guarantor
- National Identification Card
- Aged between 30 and 49 years

Experience

- At least 2-3 years of relevant work experience in youth ministry or organisation.
- Knowledge and understanding of positive behaviour management of students.
- First Aid training or providing medical care is an added advantage (desirable but not a requirement).

Other Skills

- Team player
- A warm and sympathetic personality
- Good organisational, communication and interpersonal skills
- Good judgment and decision-making abilities in emergency situations
- Be a role model for the BSNM Code of Conduct.

6. CORE Values

- **Discipline** - uphold behaviour, habits and routines that embrace the school regulations, policies and professional ethics.
- **Integrity** – uphold honesty and strong moral principles at all times, ensuring that we behave ethically and do the right thing even when no one is watching.
- **Professionalism** – uphold high ethical standards and behaviours that demonstrate competence, honesty and mutual respect at the work place and externally. Staff and students should dress and act appropriately, deliver work outcomes to agreed quality standards and be accountable for their actions.

- **Excellence** - a commitment to achieving the highest possible standards in quality and performance, consistently striving for improvement, and setting high expectations across all aspects of work.
- **Compassion** – demonstrate love, empathy, kindness, emotional concern and live out our faith for the wellbeing of colleagues and by extending care to those in need. Ensuring everyone feels valued and respected regardless of background or identity.
- **Teamwork** – promote collaboration, mutual support, and shared responsibility among staff, focusing on collective efforts to achieve organisational goals rather than individual achievements alone; working together as a team is considered essential for success within the organization.

Application Process

The Application package should include:

- 1) Cover/motivation Letter (1 page), including your expected monthly salary (basic)
- 2) Curriculum Vitae (4 pages maximum) (pdf)
- 3) Copies of Relevant Professional and Academic Certificates (pdf)

Submit your application to the Managing Director, Bwera School of Nursing and Midwifery Ltd, Kasese, Uganda by hand or email to bweranursingschool15@gmail.com. The e-mail subject should read: **APPLICATION FOR THE POSITION OF MATRON/ PATRON**.

Any application delivered past the deadline will not be accepted. BEHS is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the applicant in the processing of emails. Email attachments shall not exceed 4MB; otherwise, the applicant shall send his or her application in multiple emails.