



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Boarding House Matron
Summary of the role:	The Matron ensures the welfare and well-being of students in the House by providing a stable, supportive, and non-judgemental environment that encourages trust. Acting as a visible and approachable presence, the Matron is there to assist with the daily running of the House or simply to offer a listening ear when needed. The role also includes overseeing day-to-day operations such as laundry and cleanliness, alongside providing administrative support to the Housemaster/mistress (HM).
Line management responsibility for:	n/a
Safeguarding requirements:	<ul style="list-style-type: none">• Engage in regulated activity relevant to children• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	<p>Pastoral Care</p> <ul style="list-style-type: none">• Provide a caring and approachable presence for students, many of whom may be away from home for the first time.• Be a point of contact for students feeling unwell, dispensing “over the counter” or prescribed medication in line with school policies.• Support ill students in House when appropriate and liaise with the Health Centre.• Monitor student wellbeing, being alert to signs of unhappiness, loneliness, or personal difficulties, and offering support or escalation to the HM/DHm as needed.



Job Description and Person Specification

	<p>House Supervision</p> <ul style="list-style-type: none"> • Take responsibility for the Boarding House during lunchtimes, after school, evenings, and weekend duties, either in sole charge or shared with the HM/DHm. • Support the HM at the start and end of term with preparation and closing tasks. <p>Health, Safety & House Standards</p> <ul style="list-style-type: none"> • Ensure the cleanliness and tidiness of the House, liaising with Housekeeping and reporting any concerns. • Conduct daily room/dorm checks and support students in maintaining standards. • Manage laundry and dry-cleaning processes, including minor clothing repairs and lost property. • Ensure students are in correct uniform and presentable. • Report and monitor maintenance issues, including routine safety checks (e.g., window restrictors). <p>Administration</p> <ul style="list-style-type: none"> • Provide administrative support to the HM using Microsoft Word, Excel, Outlook, and the school's SIMS database (training provided). • Assist with travel arrangements, filing, archiving, and record maintenance. • Collate and check new students' documentation. • Review and improve house forms, templates, and administrative systems. • Maintain diary notes to ensure effective communication of student-related issues among staff.
Line management duties and responsibilities	n/a



Job Description and Person Specification

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



Job Description and Person Specification

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Clean, Full Driving Licence and own transport • First Aid qualification or willingness to undertake training 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • • • 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of working with teenage children 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Previous experience in a Boarding School • Understanding of Health and Safety Regulations and practice 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> •



Job Description and Person Specification

	<ul style="list-style-type: none"> • Experience in an administrative role • Experience of working in an educational and/or medical environment 	<ul style="list-style-type: none"> • • • 	
Skills, abilities and competencies	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Good spoken and written English. • The ability to communicate both in writing and verbally with a wide range of people • Excellent administrative and organisational skills • The ability to offer a high level of pastoral care 	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Flexibility and the ability to work calmly and quickly under pressure • Resourcefulness and the ability to multitask and prioritise • Ability to work well as part of a team and also autonomously 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • IT literacy, with competency in Microsoft Excel, Word & Outlook 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • National Minimum Standards in Boarding • • 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



Job Description and Person Specification

<p>Attitude and Behaviours</p>	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • calm, reassuring and supportive • genuine interest in working with young people • Ability to maintains a balance between firmness and fairness 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Sense of Humour 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
---------------------------------------	--	---	--