

Job Description for Senior Resident Matron

The Senior Resident Matron at Hanford will hold a uniquely important position of trust and influence in the House. You will make a significant contribution to the pastoral and academic welfare of the pupils in your care. You will have the capacity to lead, motivate, support and understand young people in all aspects of their development, especially their emotional, academic and pastoral needs. You will possess strong inter-personal skills, a can-do attitude, a good sense of humour and will be expected to be an excellent role model for the pupils. You will expect and embody high standards of behaviour, courtesy and care.

You will be required to carry out weekend and evening duties. You will have significant overnight responsibility on a rotation with the boarding team to respond to the needs of pupils overnight.. Accommodation will be provided.

Applications from candidates from a teaching or non-teaching background are welcome.

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. All successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Hanford School is part of the Sherborne Schools Group.

Reporting to:	Head of Boarding
Summary of the Role:	You will have significant shared responsibility for pupils' academic, pastoral and spiritual development and welfare and have overall responsibility for the day-to-day running of the boarding house. The relationship between the Senior Resident Matron and boarders' parents and guardians is a key one and requires excellent levels of communication. You will create an environment that is safe, secure, happy, purposeful, ambitious, always in line with the overt and implicit values of the school. You will lead the House with the help of a matron team and the school nurses and will be accountable to the Head of Boarding. The boarding team, including the Senior Matron, will be line managed by the Head of Boarding.
Main Duties and Responsibilities:	• To comply with the Boarding National Minimum Standards and make the familiarisation of these a priority. • To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known, so that individual opportunities, talents and potential are developed and maximised. • To implement supervision; to ensure the safety and security of all pupils when they are in the school's charge. • To liaise with the school nursing team. • To monitor and support the physical and mental health needs of boarders and to ensure that pupils' medical requirements are properly catered for. • To ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect.

	• To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate. • To lead the weekend activity program to ensure that pupils are appropriately occupied, liaising with teaching and boarding staff as necessary to ensure a varied program of activities. • To communicate proactively with parents, staff and pupils. • To lead in recording permissions for pupils' absence including leave at weekends and for other appointments. • To be aware of the academic strengths and weaknesses of pupils. • To counsel pupils at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the school's policy on Safeguarding. • To take part in appropriate emergency staff cover arrangements for other staff if needed, with a flexible approach. • To escort pupils, as required, to emergency appointments. • To attend Boarding Staff meetings and any other meetings relevant to the role, as required. • To support the school's Behaviour and Discipline Policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the House and school. • At the end of the holidays, to supervise the preparation of the boarding area; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable. • At the end of term and the start of the holidays, to help with the clearing up and cleaning of the House. • To take part in such performance management or staff review arrangements made by the school. • To get involved with the life of the school when on duty and to be willing to support and champion boarders such as in their matches, or evening events or performances.
Additional duties:	This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. Therefore, it is expected that the Senior Resident Matron will perform any other key tasks which the Head or other member of the Senior Leadership Team may reasonably assign.

Person Specification		
	Essential	Desirable
Qualifications and Experience	• Experience of working with children • Good verbal and written skills • BSA qualification or willingness to undertake • Experience of working in a boarding setting	• Experience of working with children aged 7-13 years • Relevant qualification in childcare, medical or welfare roles
Skills and Abilities	• Motivate and inspire pupils • Be self-confident, empathetic and enthusiastic • Translate care and concern for children into practical actions that make the pupils feel safe and enable them to be successful • Plan time effectively and organise oneself well • Be at ease with, and have interest in, young people • High standards of written and oral communication • Show strong organisational and administrative skills with an ability to work a budget • Have excellent IT skills, including strong Excel, Forms and Word knowledge • Be willing to contribute to the development of the boarding environment	
Personal Attributes	• Be committed to the values and ethos of the school • Demonstrate approachability, professionalism and integrity • Committed to own continued professional development • Be self-confident and enthusiastic, adaptable and show resilience, energy and perseverance • Be well organised, proactive and calm under pressure • Be an effective and reliable team member • Be ambitious to secure the highest standards • Demonstrate confidence and self-control • Have a sense of joy and fun • Be able to cope under pressure and meet deadlines	

Additional Information

Start Date: 4 September 2026

Contract:

Full Time Permanent, predominantly term time. Work may be required on some of the bank holidays if they fall within term time and will be required in some of the school holidays to ensure the House is ready for pupils.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Hanford Prep will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Accommodation provided, to include meals during term time and all bills.
- Membership of an appropriate pension scheme
- Reduced membership to the Oxley Sports Centre in Sherborne
- Free onsite parking
- Use of an appropriate IT device and a 365-business account for work purposes