



SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2027.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 13–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

MATRON (THE DIGBY)

Principal Role

Sherborne Schools Group is seeking a caring, organised and approachable Matron to support the happiness, welfare and wellbeing of pupils within the Boarding House. Reporting directly to the Housemaster/Housemistress, the Matron will play a central role in the day-to-day life of the House, providing pastoral, medical and practical support to pupils, while acting as a key point of contact for parents, colleagues and external stakeholders.

Working closely with Assistant Matrons, the Housemaster/Housemistress, Health Centre staff and the wider boarding team, the postholder will help ensure that pupils are well cared for and supported in a safe, welcoming and well-organised environment. The Matron will contribute to the smooth running of the House, promoting high standards of care, wellbeing and pastoral support, while fostering a positive and nurturing atmosphere in which pupils can thrive.

While their primary place of work will be Sherborne School, the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business. This role provides an exciting opportunity to play a central part in both the success of the individual school and the continued development of the Group as a whole.

Primary Sherborne School [Digby House]

Location: You may be required to work at other schools or sites within the Group to meet the needs of the business.

Reporting to: Head of Boarding

Hours of Work: Rota-hours will be 48 hours per week. The rota will be as agreed with the Housemaster and shifts of varying length will lie between 7:15am and 11.00pm, including weekends. Additional hours will occasionally be required for major School or House events. There will be a day off of at least a 24-hour period during each week.

Core Responsibilities...

Summary of Main Duties

The primary role of the Matron is to support the happiness, welfare and well-being of the boys in the House. They will report directly to the Housemaster and will be a key point of contact for parents and other colleagues.

Staff

The Matron is assisted by one or more Assistant Matrons who work on a part time basis, as well as covering the Matron's day off. A Cleaning Team Supervisor, who will liaise closely with Matron, has overall responsibility for the House domestic team.

Pastoral Support

- Support the day-to-day welfare, happiness and wellbeing of pupils within the Boarding House.
- Be an active presence within the House, supporting pupils during morning and evening routines.
- Build positive and professional relationships with pupils, providing guidance, reassurance and pastoral support where appropriate.
- Monitor pupil wellbeing and report any concerns, changes in behaviour or welfare issues to the Housemaster/Housemistress.
- Support pupils experiencing homesickness, loneliness or difficulties settling into boarding life.
- Maintain regular communication with parents as required and act as a key point of contact for welfare-related matters.
- Assist with the organisation and delivery of boarding house events, activities and social functions.
- Provide support in the absence of the Housemaster/Housemistress, ensuring continuity in the day-to-day operation of the House.

Medical and Wellbeing Support

- Provide first-line care and support for minor ailments and injuries within the Boarding House.
- Administer medicines and maintain accurate medication records in accordance with School procedures.
- Liaise with the Health Centre regarding pupil health, treatment plans and ongoing medical support.
- Maintain pupil health records and ensure all required documentation is completed accurately.
- Arrange and, where necessary, accompany pupils to medical, dental or hospital appointments.
- Support and supervise pupils recovering from illness within the Boarding House.
- Maintain medical supplies and ensure medical facilities within the House are appropriately stocked and organised.
- Participate in emergency call-out arrangements as required for the role.

Boarding House Operations and Domestic Management

- Oversee the effective day-to-day operation of boarding house domestic arrangements.
- Work closely with Assistant Matrons and the Cleaning Team Supervisor to ensure high standards of housekeeping throughout the House.
- Monitor and oversee laundry provision, clothing care and linen distribution.
- Support pupils in maintaining tidy bedrooms, study areas and personal belongings.
- Assist with boarding house preparations at the beginning and end of term, including room, linen and storage arrangements.
- Ensure boarding facilities remain welcoming, organised and fit for purpose.
- Monitor boarding house maintenance requirements and report defects or repair needs promptly.
- Support the management of clothing, personal items and storage arrangements for boarders, including international pupils where required.

Administration and General Duties

- Maintain accurate records and prepare information relating to medicines, transport, laundry, clothing and other boarding house charges as required.
- Act as a key point of contact for parents, staff and external stakeholders.
- Attend meetings, training sessions and School events as required.
- Line manage Assistant Matrons, including conducting appraisals and supporting their development.
- Contribute to the continuous improvement of boarding provision and house procedures.
- Work collaboratively with colleagues across the School and wider Sherborne Schools Group.
- Undertake any other reasonable duties commensurate with the nature and level of the post

Other responsibilities

- Undertake any other reasonable duties as required by Head of Boarding, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Head of Boarding

Person Specification...

	Essential	Desirable
Qualifications and Experience	• Experience working in a pastoral, welfare, customer-facing, education, boarding, healthcare, hospitality or similar environment. • Experience of working with a wide range of people and building positive professional relationships. • Basic ICT skills, including email and Microsoft Office applications.	• Previous experience working in a boarding school environment. • Experience managing or supervising staff. • First Aid qualification or willingness to undertake training. • Full, clean driving licence.
Skills and Abilities	• Ability to build positive relationships with young people while maintaining appropriate professional boundaries. • Strong communication skills, with the ability to liaise effectively with pupils, parents and colleagues.	• Experience administering medication or supporting pupil health and wellbeing. • Experience using school management or pupil information systems. • Line management or supervisory experience.

	• Good organisational skills and the ability to manage a varied workload. • Ability to maintain accurate records and complete administrative tasks efficiently. • Ability to deal with sensitive situations using tact, discretion and confidentiality. • Ability to remain calm, resilient and solution-focused in challenging situations. • Ability to work independently and use initiative, while also contributing effectively as part of a team. • Ability to prioritise tasks and respond flexibly to the changing needs of the Boarding House.	
Personal Attributes	• Caring, approachable and supportive, with a genuine interest in the wellbeing of young people. • Professional, reliable and trustworthy. • Calm and resilient under pressure. • Positive and proactive, with a willingness to take responsibility. • Flexible and adaptable approach to work. • High standards of personal presentation and professionalism. • Collaborative and approachable, with the ability to work closely with colleagues across the School. • Commitment to providing an outstanding boarding experience for pupils.	• Sense of humour and enthusiasm for boarding school life. • Interest in contributing to the wider life of the Boarding House and School community. • Commitment to continuous personal and professional development.

Training Requirement for the Matron – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
CoSHH	Within the first week of employment	As required
Ladder Safety	Within the first week of employment	As required
Food Safety & Hygiene	Within the first week of employment	As required
Fire Marshall Training	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

Salary: Annual salary of £27,619.20 per annum, plus Missed Meals Allowance £959.66 pa (allowance paid 1/3 termly). Salaries are paid monthly in arrears direct into nominated bank account and are normally reviewed annually in September.

Holidays: The Matron is entitled to all School holidays, except for one week before the start of the academic year and two days at the beginning of each term and two days at the end of each term.

Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Head of Boarding taking into account busy periods.

Accommodation: The school welcomes applications from candidates who might require accommodation in order to fulfil their duties and also those who live close enough to school to not require accommodation. A separate contract for the accommodation will be required, in return for which, the Matron will be available for the “On-call” overnight rota.

Pension: The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/ References: As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Benefits

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Schools Group Application Form (Word document) available at <https://www.sherborneschools.group/group-vacancies> and return it to recruitment@sherborneschools.group

In the event of any queries please contact: Human Resources
Sherborne School
Tel: 01935 810502
Email: recruitment@sherborneschools.group

Closing date for applications: 9.30am – Monday 2 November 2026

Interviews likely to take place: Wednesday 11 November

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS
TIME

Anticipated start date: January 2027