



Bloxham School

Co-educational Boarding and Day School for ages 11-18



Information pack for the position of
Assistant Matron - Wilson House



An introduction to Bloxham School

Bloxham School is a medium sized, independent co-educational day and boarding school for students aged 11-18. Situated in the beautiful Oxfordshire village of Bloxham, the school is only three miles away from the M40 London to Birmingham motorway. Our students enjoy superb facilities for academic work, sport, technology and the arts on a modern, single-site campus.

Bloxham School has a strong ethos, blending first class academic tuition with a broader curriculum of sport and the arts, underpinned by Christian values. We are passionate about educating the whole child, using our broader curriculum to inspire and challenge our students, and to draw-out the all-important skills of communication, resilience and teamwork they will need to be successful in the future.

An education from Bloxham School encapsulates the five following hallmarks:

- **A Passion for Learning:** fostering creativity and the capacity for dynamic, independent and critical thought.
- **A Balanced Curriculum:** a challenging academic programme, complemented by a broader curriculum which inspires curiosity, rigor and ambition.
- **A Gold Standard of Pastoral Care:** nurturing the well-being of all within the setting of a boarding community.
- **The Development of Character:** through promotion of responsibility, generosity, resilience, and imagination.
- **Christian Values:** nurturing a compassionate spirit so that our students become a force for good in an ever-changing world.

Wilson House

Wilson House is a boys' house situated in the heart of the oldest part of the school and dates from the 1860s and 1870s; the buildings are the work of the eminent Victorian architect George Edmund Street, most famous for the Law Courts in the Strand in London. The House, originally known as the Headmaster's House, was renamed Wilson in 1925 in honour of Charles J. Wilson, the third pupil to attend the school. He later became a master here and subsequently the Bursar. He was resident in the school for 75 years.

Wilson is home to about 60 boys across five year-groups. The Housemaster is assisted by a team of tutors and Upper Sixth prefects in running the House. In Wilson, the Third Form share three study bedrooms, while the Fourth Form share four. Many of the Fifth Formers have a single study and in the Sixth Form this is usually guaranteed.

This year, Wilson House Captain is Jack Dunk.



Job Description

Bloxham School is looking to appoint a non-resident Assistant Matron in a boys' boarding house. The principal role of the Assistant Matron is to assist with the pastoral care of the pupils who are resident in the House by making a major contribution to the caring, family atmosphere of the School. This will involve working closely with the Matron to ensure that pupils settle into school life by providing a sympathetic ear and practical support. The Assistant Matron assists in the domestic side of the day to day running of the boarding house.

Main Responsibilities

- Liaising closely with the Matron and Housemaster with any concerns relating to the general welfare of the pupils. This may involve occasional contact with the parents.
- Assist the Matron with the supervision of the cleaners assigned to the House and the management of their workload to ensure that the House is maintained to a high standard of cleanliness; assist with domestic duties when required.
- Helping to supervise the laundry for pupils.
- Reporting all repairs and faults of fixtures and fittings in the House to the Matron, and liaising with the Matron on updating of fixtures, fittings and decoration.
- Supporting House events, such as the annual House Dance, and assisting at Founderstide Day, Open Days and New Pupils Teas, as appropriate.
- Working with the Matron and cleaners to prepare the House at the start and end of each term.
- Offering seamstress support where appropriate in the House.
- Undertaking suitable training as required.

Skills

- Have a warm and sympathetic personality.
- Be tactful, discreet and a good listener.
- Be firm and fair.
- Be practical and keep a cool head in emergencies.
- Be willing to attend training courses, as appropriate.
- Have a hands on approach to all aspects of running the domestic side of a house.



Person Specification

Essential Criteria

- An understanding of the pastoral needs of teenage boys in a day and boarding environment.
- Ability to assist in the management of a team of domestic staff.
- A commitment to the Safeguarding of all the students in our care.

Desirable Criteria

- Previous experience of pastoral care in a boarding school.
- Seamstress skills to be able to carry out minor repairs to clothes and to make curtains.



Accountable To: Matron and Housemaster

Working Pattern: 30 hours per week term time including alternative Saturday mornings plus up to 12 hours at the start and end of each term.
Rota to be discussed with the Matron to ensure continual cover in the House from 8:00 - 18:30 Monday to Friday and 8:00 - 11:30 on Saturday.

Salary and conditions:

- Salary: £12,332 per annum including holiday pay.
- Enrolment in the School's defined pension scheme.
- School meals provided during working hours.
- Access at no charge to the School's sporting, swimming and fitness facilities.

Start Date: Monday 22nd February 2021 (subject to further Government announcements)

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.



How to Apply

Closing Date for Applications: Monday 25th January 2021

Interview Date: Week commencing Monday 1st February 2021 (Virtual Interview)

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Therefore an early application is strongly advised. For further information please visit the Bloxham School website. If you have any questions or queries regarding this position please contact: recruitment@bloxhamschool.com

