

# Resident Matron

Full time, term time only

Required fixed term from January to July 2024



St Swithun's  
WINCHESTER



# Child protection and safeguarding



*“St Swithun’s is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”*

## **Child Protection Statement**

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Headmistress ensures that the recommended procedures are followed when recruiting staff.



# Welcome from the headmistress

Thank you for your interest in St Swithun's.

We are proud to be a High Performance Learning School and a member of the Fellowship of World Class Schools. The High Performance Learning philosophy is that: high achievement is an attainable target for everyone; intelligence is not fixed (we can all become cleverer); high performers are made, not born (they work for it). HPL involves the systematic and explicit encouragement and empowerment of students to develop the ways of thinking and ways of behaving that will equip them for success both in school and beyond. It is the cornerstone of our philosophy.

We are also a girls' school and as such we expect and support all our students to enjoy and excel in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.

Further, we are a high trust community and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

If this short introduction resonates with you, we would very much welcome an application from you.



Jane Gandee, headmistress

# Our school



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St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18.

St Swithun's is academically selective and regularly appears in the top 30 schools in national league tables.

The school offers girls excellent teaching, sporting and recreational facilities. The school buildings are modern and well equipped and include a magnificent performing arts centre, a sports hall and a full-size swimming pool. There is an impressive library, higher education and student guidance department and ICT facility. The grounds are spacious and encompass sports fields, tennis courts and gardens.

There is an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The school is set within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible on public transport.



# Our ethos



St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them. By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.

At St Swithun's we strive to create a happy, secure, friendly, open, trusting and welcoming boarding community. We celebrate the diversity and uniqueness of the individual whilst creating a family atmosphere of acceptance and tolerance of one another.

As with all families, each boarding house at St Swithun's has its own identity and the individuals within the house are vital for creating this house character. The houses provide an environment which supports and encourages the education of the individual and at the same time encourages girls to pursue their own interests and passions. Houses allow genuine friendships to be formed across the age groups and warm relationships between girls and staff.

# Resident Matron



St Swithun's has six boarding houses; four senior houses for students in years 8-12 and separate house for those in year 7 and in year 13. Students board on either a weekly or termly basis and come to St Swithun's from across the UK and internationally.

The role of resident matron is an important one, both in the boarding community and in the school as a whole. The resident matron may be one of the first members of staff that a parent meets who will be caring for their daughter. The housemistress/master and resident matron act in loco parentis, especially when parents are abroad or live a distance from the school. Responsibilities range widely and can be unpredictable.

The postholder will report to the head of boarding and work under the day-to-day supervision of the housemistress or master. They will work closely with the boarding house day staff and with other members of the school pastoral team.

The post requires a proactive sense of teamwork. House staff work together, along with the house tutors, filling the gaps where they may appear and sometimes working beyond the confines of the job description, without being asked to do so.

# Resident Matron



**We expect our boarding staff to carry out any reasonable request to support the smooth running of the house, the wider boarding community and the wellbeing of the students.**

**Some key requirements of the role are to:**

- Supervise and care for the boarders, this includes leading and/or supporting after school and weekend activities.
- Be responsible for the care and maintenance of the house, ensuring it is a safe and homely environment at all times.
- Support the domestic and day staff attached to the house, enable them to carry out their work effectively and efficiently.

**General Responsibilities:**

- Deputise for the housemistress/master, as required and take part in appropriate staff cover arrangements for other house staff if needed.
- Attend whole staff and house staff meetings.
- Accompany girls to appointments or with travel arrangements if required.
- To be familiar with the National Minimum Standards for boarding schools, and their implementation.
- To be familiar with the school's code of practice for health and safety and its policies and procedures.

# Resident Matron



## Some key requirements of the role, continued:

### Pastoral:

- Support an environment in which each girl is valued as an individual and has the potential to achieve; this includes the physical, social and emotional wellbeing of each girl in the house.
- Be responsible for the care, supervision, cleanliness and presentation of pupils in the house.
- Supervising homework after school hours and eating in the dining room with the girls when on duty, in a supervisory capacity.
- Encouraging the girls to enjoy the full co-curricular programme both after school and during weekends and be willing to participate with them.
- Disciplining individuals where necessary and, in consultation with the housemistress/master, imposing appropriate sanctions.
- Providing a sympathetic presence in the house and to be sensitive to those who are having difficulties coping with school life.
- Contributing to, using and fully engaging in CPOMS (pastoral tracking system) in order to help build a picture of each girl in house and to inform subsequent actions.



# Resident Matron



## **Some key requirements of the role, continued:**

### **House Management and Administration:**

- Ensure that appropriate pupil records are kept up to date and stored securely.
- Establish or maintain systems and routines within the boarding house
- Ensure the tidiness of the house is maintained so that the house is 'tour ready'.
- Ensure the smooth running of all domestic aspects of the boarding house, including reporting maintenance issues to the maintenance department and/or the estates manager.

### **Communication:**

- Keep effective lines of communication with the housemistress/master and other house staff. Liaise with form tutors and heads of year when necessary
- Liaise with parents and guardians of boarders as necessary.

### **Health and Medical:**

- Take responsibility for the general health, medical matters and wellbeing of those in the house, referring medical matters to the health centre in consultation with the housemistress/master.

# Resident Matron



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## Person Specification

These are the key skills, qualities and experience that we are looking for in our successful candidate.

Ability to embrace the ethos that the housemistress/master has created and to support their vision for the house.

Ability to work effectively as part of a team.

Ability and enthusiasm to supervise and motivate boarding students including being in sole charge.

Ability to develop effective and appropriate working relationships with staff and boarding students.

Excellent communication skills, both spoken and written.

Resilience, a calm nature and the flexibility to adapt to changing requirements.

Experience in a similar role is desirable, but not essential. Experience working with young people of senior school age is essential.

## ***Safeguarding***

*The post-holder will be responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact. They must adhere to, and ensure compliance with, the school's safeguarding and 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, they must report any concerns to the school's designated safeguarding lead (the deputy head pastoral).*

# Working Pattern



The role available is fixed term for the spring and summer terms of this academic year - from 5 January to 12 July 2024. We would also welcome applications from candidates unable to join in January but able to join from February half term (18 February 2024).

This role is term time only (including INSET), plus occasional days in the school holidays. The post holder will receive 5.6 weeks of annual leave (pro rata for the duration of the contract) to be taken in full during the school holidays and on bank holidays.

- The resident matron can expect to have one full day off each week from 7:00am to 7:00am and alternate weekends off.
- During the week, the pattern of work will mostly consist of some early mornings, some evenings and alternate weekends.
- The resident matron can expect to work an average of 40-45 hours per week, with variation between weeks.
- There is an expectation that the resident matron will be involved in school events beyond the boarding house such as attending evening concerts and fundraising initiatives.
- When on duty, the resident matron will usually be expected to take their meals in the dining room and supervise the students. Meals are provided free of charge in term time, even when not on duty (if desired).

# Accommodation



- The Resident Matron position is a residential post and you will be required to live in the accommodation provided whilst on duty. The accommodation is available to you throughout the year including during school holiday periods.
- Rent free two-bedroom accommodation is provided, and can be furnished if required. The accommodation is suited to a single person or could accommodate a couple or small family.
- The provision of the accommodation so you can perform your role at St Swithun's is currently agreed as non-taxable by HMRC although this is open to review at any time.
- The School cannot bear the cost of such utility charges as gas and electricity to accommodation, without the resident being liable for a tax charge. Where the School does not charge such utility costs fully back to the resident, the value of the cost becomes known as a "Benefit in Kind" and is assessable for income tax. A general charge has been created to reflect the cost of providing heating and light to the accommodation. This charge is based on an existing value agreed by HMRC and then altered in accordance with the floor area of the residence. The charge has to be disclosed to HMRC at the end of each tax year via a form P11D and tax is due on this charge at your normal tax rate. This value may increase or decrease annually as the charge is reviewed each year in accordance with the specific inflationary effect on utilities.



# Salary and application process



## PAY AND BENEFITS

The salary for this role is £26,523 FTE. This is pro rata to £12,541 for the length of this fixed term contract (22 working weeks plus a pro rata allocation of annual leave).

The school offers a range of other benefits including:

- Generous contributory pension scheme
- Free membership of the school swimming pool
- Access to the school's staff wellbeing provision
- Discount on school fees
- Discounted corporate gym membership, and use of 'my active discounts'

## APPLICATION

The closing date for applications is 9am, 27 November.

We anticipate holding interviews w/c 4 December.  
*Applications will be considered as they are received and we reserve the right to close applications before the closing date.*

Please complete our online application form which can be found [here](#).

For any queries about the role or the application process, please contact the HR Department:  
Telephone: 01962 835798  
Or email: [recruitment@stswithuns.com](mailto:recruitment@stswithuns.com)

# Equal opportunities



St Swithun's is an equal opportunities employer.

The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.

# Explanatory notes



## Application form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will conduct an online search and seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

# Explanatory notes



## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirmation their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (these are usually taken up before interview).
- A check of the DfES barred list database and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).





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