

## House Matron



**"I HAVE MADE FRIENDS FROM  
ALL OVER THE WORLD AND  
LEARNED ABOUT DIFFERENT  
CULTURES AND TRADITIONS."**



**"MY TEACHERS WERE SO  
ENGAGING AND SUPPORTIVE.  
I KNEW THEY WOULD ALWAYS  
PROVIDE HELP BOTH INSIDE  
AND OUTSIDE OF LESSONS."**



**September 2024**

[www.abbeycolleges.co.uk](http://www.abbeycolleges.co.uk)

## ABOUT US

Abbey College Cambridge is continually expanding with over 460 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

***‘The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I’ve made great friends and lived in a city with such prestige.’***

### Equality and Diversity

Abbey College Cambridge values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages



## Boarding



We specialise in providing high quality At Abbey College Cambridge the boarding aim is;

'To build a happy and safe community where students can develop skills needed for future independent living, within a professional, supportive and nurturing environment.'

The Boarding team is an eclectic mix of individuals all with different interests and experiences but with a common child centered ethos. The team enjoy incorporating their hobbies and interests into running exciting and entertaining clubs for the students to get involved



Abbey College Cambridge has four boarding houses each physically different and unique in character but all coming together in working towards the boarding aim, providing the students with the same high standard of pastoral care and support. Each member of the boarding team is attached to a particular house and is line-managed by that Head of House. This ensures that staff are able to build strong relationships with the students in their care and allows each house to run smoothly and with continuity. Abbey College Cambridge is incredibly proud of the it's boarding provision and continually strives for excellence.



## JOB DESCRIPTION

**Reports to:** Head of Boarding

**Location:** Abbey College Cambridge

**Contract Type:** Full Time, Permanent, Term Time only.

**Salary:** £27,000 - £28,000 per annum pro-rata to £22,119 - £22,938

### Hours

Monday to Friday, **7:00am until 3:00pm**

### Holiday Entitlement

You will be entitled to 5.6 weeks holiday to be taken outside of the College's term time.

### Overview

To assist with and contribute to the supervision and care of all the boarders, with particular responsibility for the health, personal hygiene, clothing and general wellbeing of their allocated students.

### Main duties and Key Responsibilities:

- To prioritise the safeguarding, welfare, and health and safety of students above all other duties. To be familiar with statutory safeguarding and child protection needs, as well as College policies.
- To develop supportive, caring, and effective relationships with the students, and to lead by example, always considering the duty of care "in loco parentis".
- To ensure that the individual circumstances, needs, strengths, and weaknesses of each student are identified by staff, and where there are any concerns to refer to more senior staff or a Designated Safeguarding Lead, in line with the requirements of the College's Child Protection Policy.
- To encourage appropriate standards of student behaviour and consideration for others, developing students' empathy and tolerance as well as offering such support, as appropriate.
- To be aware that students are eating properly and receiving adequate nutrition.
- To support the students with positive behaviour by applying the College's Behaviour Policy and

rewarding / sanctioning students as appropriate.

- To help students with any emotional, academic, social or behavioural problems they may have; if appropriate to refer to Senior Matron or Boarding Houseparents, and to fulfil the requirements of the College's Child Protection Policy.
- To promote a happy and successful community of boarders by taking an active interest in the students.

### Medical

- To liaise with the Senior Matron to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle.
- To administer over-the-counter medication as necessary.
- Collect, store, and dispense students' prescribed medication as appropriate.
- When on duty, to be a First Aider including all appropriate and up to date qualifications and training.
- To accompany students to medical appointments as required by the Senior Matron.
- To implement a good personal hygiene routine for the students as appropriate.
- To support the students in their health education through awareness days and healthcare displays.

### Domestic

- To ensure that students' clothes and personal belongings are used appropriately and stored in a secure and tidy fashion.
- To maintain standards of tidiness, cleanliness and good housekeeping (supported by domestic staff).
- To promote a reasonable standard of tidiness and cleanliness among the boarders including the wearing of appropriate clothing for College.
- To report any maintenance issues swiftly.
- To ensure that boarding areas are clear at the end of term so that cleaning staff have safe and easy access.

## JOB DESCRIPTION

### Administration

- To take accurate messages by phone and email and to be confident in contacting parents.
- To keep meticulous records of student illness or injury, including any medication given and course of action taken.
- To report student absences to the Attendance Officer and Senior Matron.
- To take an active role in fire evacuation procedures.

### Other

- To wake allocated boarders and ensure that they are clean and well-presented before breakfast.
- To complete daily room checks.
- To attend daily hand-over meetings to pass on essential information and ensure continuity when going off duty.
- To attend College events such as assemblies, concerts and plays in addition to staff meetings.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

### Equality and Diversity

Abbey College Cambridge values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence through equality and diversity, leadership and management.

### Corporate responsibilities

You must at all times carry out their responsibilities with due regard to the Abbey College Cambridge:

- Code of Conduct
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy

### Checks and Training

Boarding staff require, or will receive, the following training/security checks:

- Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
- Three written & verbal references from previous employers asking for suitability for the role
- Full employment history with any significant gaps explained and proof of any relevant qualifications
- Level 1 Child Protection Training
- Food handling and hygiene training and certificate
- First aid training and mental health first aid
- On-going training with an experienced accommodation provider

### Safeguarding

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you will be expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

### Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.

## PERSON SPECIFICATION

### Qualifications and Experience

#### Essential:

- A-levels or equivalent qualification.
- Experience of working with young people.
- Experience in the use of a PC, particularly the use of MS Word and Outlook.
- Demonstrated experience of work in line with policy and procedure.
- Ability to make appropriate and enabling relationships with teenagers.
- Awareness of physical and emotional needs of young people.
- General office administration, ability to maintain accurate records.
- Excellent IT knowledge (Microsoft packages and willingness to learn College bespoke IT systems).

#### Desirable:

- BSA Certificate in Professional Practice for Matrons, or a qualification Care would be an advantage.
- Certificate in Safe Handling of Medication.
- First Aid Certificate.
- Mental Health First Aid Certificate.
- Experience of working as a House Matron, or in a similar role in an educational setting would be a distinct advantage.
- Nursing experience would be a distinct advantage.

### Knowledge

#### Essential:

- Awareness of Health & Safety.
- An excellent understanding of the Child Protection Act and how it applies in a Boarding College setting.

- Have a sound knowledge of First Aid in practice.
- Experience of dispensing medication
- Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.
- Self-motivated and pro-active

### Personal skills and qualities:

#### Essential:

- Practical evidence of taking own initiative being patient, unflappable, flexible and adaptable at all times.
- Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and on own initiative.
- Diplomacy, tact and patience with a good listening ear and warm and sympathetic personality.
- Able to contribute effectively to a team environment, and be willing to be involved in all aspects of the student's life i.e. College sporting events etc.
- Be discrete and able to maintain confidentiality.
- Must be able to work quickly and calmly under pressure, prioritising and managing own work pro-actively.
- Willingness to attend any relevant training course that may be applicable to carrying out the role.
- Possess cultural awareness and sensitivity in working towards the aims of the College and the Boarding House.
- Must have a flexible approach to work to meet the demands of the College willingness to work additional hours.

## EMPLOYEE BENEFITS



### Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

### Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

### Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

### Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

### Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

### Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

### Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

### Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

### Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

### Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

## YOUR APPLICATION

### How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

### Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

### Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

### Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons 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.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

### Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.



## ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and

### OUR COLLEGES AT A GLANCE



#### Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular



#### DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



#### Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.