



SHERBORNE BOYS

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

JOB DESCRIPTION – HOUSE MATRON

Sherborne School Recruitment and Selection Policy Statement

Sherborne School 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 and a criminal record check with the Disclosure and Barring Service.

The Matron is a key figure within their Boarding House, working alongside the Housemaster and other colleagues in providing pastoral support and securing the health and welfare of boys in the House.

Job Title:	House Matron
Location:	Sherborne School
Reporting to:	The Matron is accountable to the Housemaster.
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. Flexibility in hours will be required on occasion to take account of the changing needs and requirements of a Boarding House.
Salary:	Annual salary of £27,216.00 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.

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.
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.
Pension:	The postholder will be able to join the Support Staff 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 physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/ References:	As Sherborne School 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).

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. S/he 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Pastoral

- a. Being part of the daily routine of the House by assisting with both waking boys in the morning and settling them in the evening;
- b. Communicate appropriately with parents, as and when necessary;
- c. Be accessible and take an interest in all aspects of the lives of the boys, but not to be intrusive or force their confidences;
- d. Be available for discussion with boys and emphasise that they can speak privately to you or a Doctor, or other person, by arrangement if they wish;
- e. Report any withdrawn or unusual behaviour to the Housemaster;
- f. Watch for and act upon homesickness and loneliness, especially with new boys;
- g. Regularly meet with the Housemaster to discuss the welfare of the boys;
- h. Involvement with social events within the House in support of the Housemaster and as per their instruction – including, at times, liaison with caterers, provision of supplies (chairs, cutlery etc), arranging waitress cover and clearing away. Such social events within the House include, for example, Parents' Evenings or House Suppers;
- i. Managing the House in the absence of the Housemaster as required – for example, taking telephone calls, receiving parents, acting as the 'adult presence' in the House, acting as a fire marshal, reporting arising issues to the Housemaster.

2. Medical (including assistance from Assistant Matron, who will also provide cover during Matron's time off):

(Medical experience/qualifications not required as the School is covered by a 24-hr fully staffed Health Centre. Basic first aid training is required, but this can be provided by the School.)

- a. To have set Surgery hours daily, and ensure boys know you will be in the Surgery at those times to deal with ailments;
- b. Appropriate communication with the Health Centre staff regarding the ongoing medical treatment of the boys, after Doctor's surgery, where necessary;
- c. Ensure maintenance of appropriate health records as required. To ensure the following of medical procedures as required by the Health centre. To record medications on the school's information management system (training will be given, if required);

- d. Administer medicines and maintain medical cupboard;
 - e. To arrange and to escort boys to hospital and dental appointments as necessary;
 - f. To collect prescriptions, if appropriate;
 - g. To supervise and care for boys ill in the House, and give daily progress reports to Housemaster;
 - h. Do checks for Nits and Head Lice as appropriate;
 - i. To be familiar with and adhere to the School Doctors' instructions regarding medical services;
 - j. To be on overnight call in case of emergencies/call-outs (For Resident Matrons, except on their Day Off).
- 3. Domestic** (with assistance from Assistant Matron and with close liaison with the Cleaning Team Supervisor. * denotes tasks that are routinely carried out by Assistant Matron but Matron has overall responsibility to ensure that these tasks are met in order to support the needs to the Boarding House)
- a. * To sort and administer the Laundry, adhering to policy from Central Services in the selection, operation and administration of the House laundry service.
 - b. Put out clean sheets and towels once a week and work to ensure boys change them;
 - c. * To do House sewing and mending as required;
 - d. * Sort, pair and wash dirty socks and pants regularly in House and put out for mending as necessary;
 - e. * Check changing room and drying room for obvious dirty clothes, and wash any games kit or other urgently needed items that cannot be dealt with by laundry;
 - f. To assist with beginning and end of term arrangements, as required (eg sorting trunks, sorting, allocation and counting of linen);
 - g. To assist with end of term lists where appropriate;
 - h. * To deal with the trunks and dry cleaning for boys living abroad;
 - i. * To administer the second-hand clothes cupboard;
 - j. To request chits from the Housemaster for those boys needing new clothes.
 - k. To check dormitories and study bedrooms each morning, and report to the Housemaster on any undue untidiness;
 - l. To endeavour to see that boys have a reasonably tidy appearance. Report messy appearance, untidy, long hair or shoe repairs needed to Housemaster.

4. General

- a. Ensure all boys' lockers, games drawers etc are clean and named;
- b. Produce accounts for boys' medicines, dry cleaning and personal transport and trunk charges for the Bursary;
- c. Attend meetings and training as required;
- d. Maintain reliable and supportive presence in the House at all times.
- e. Be a point of contact for parents.
- f. Line-manage and undertake annual appraisals of the Assistant Matrons.
- g. Liaise with the Cleaning Team Supervisor with regards to any cleaning or repairs required within the House

Requirements

- Ideally, applicants should have previous similar experience, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.
- A full, clean driving licence is desirable.
- A basic ability to use ICT (e.g., following appropriate e-mail protocol, and using the school's information management system) is essential. Training will be given if required.
- The ability to use tact and discretion.
- An awareness of obligations regarding health & safety is beneficial.
- Applicants will need to be presentable and flexible, with good interpersonal skills.
- A sense of humour/enthusiasm and an interest in young people is essential.
- The ability to trouble-shoot calmly and effectively would also be advantageous.

Training Requirement for 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	Before employment commences	Every year
Induction Training with Line Manager	Within first week of employment	

Emergency First Aid Training	Within first week of employment	As required
Fire Marshal Training	Within first week of employment	As required
Annual Fire Refresher	Within first week of employment	As required
CoSHH	Within first week of employment	As required
Manual Handling	Within first week of employment	As required
Ladder Safety	Within first week of employment	As required
Food Safety & Hygiene	Within first week of employment	As required
Display Screen Equipment (DSE) User	Within first week of employment	As required

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 shortlisting.*

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Wednesday 12 March 2025

Interviews likely to take place: Thursday 20 March 2025

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

Anticipated start date: August/September 2025