



LORD
WANDSWORTH
COLLEGE

• HAMPSHIRE •



Lord Wandsworth College

Matron

Candidate Pack



Role Profile

Directorate:	Pastoral
Responsible to:	Head of Boarding
Location:	On Campus
Contract:	Term time, Permanent , 37.5 hours per week
Salary:	£17308.00 per annum inclusive of holiday pay

Benefits

We offer a vast range of staff benefits including:

- Contributory pension scheme
- Fee remission for children
- Enhanced family friendly policies including support for emergency time off for dependants
- Friends and Family referral scheme (£250 for each referral)
- State of the art, restaurant quality hot and cold food available
- Give as you earn and staff volunteering day
- Death in service scheme - 4 times your annual salary
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school

Role outline and purpose

The main responsibility of the role is to support the Houseparent by ensuring the welfare and well-being of all pupils in the house, the smooth running of the laundry arrangements of the house and for oversight of all cleaning and maintenance requirements.

The Matron is responsible to the Houseparent. Each senior house (ages 13 – 18) has two non-resident Matrons, only one of whom is on duty at any one time. Each house comprises of between 70 – 80 pupils and has a mixture of day and boarding pupils. All houses have a family atmosphere and supportive environment within and between the year groups.

Role responsibilities

- To inform the Houseparent of any incidents and concerns, about the well-being, health or treatment of the boarders
- To liaise with on-site Health Centre staff regarding treatment or care advice for individuals as and when required
- To be able and prepared to accompany house pupils to local hospital and dental visits, as and when the need arises
- The Matron will be responsible for the domestic duties in the House ensuring that pupils of the house have clean clothes, which are repaired and replaced when necessary
- To be responsible for the daily laundry in the house and to liaise with the Estates Department to facilitate the laundry requirements are met
- To complete the House incident books in accordance with the House procedure
- To keep accurate and up to date records on House bank (pupil pocket money and ensure cash is safely stored), liaising with parents accordingly
- There will be occasions when the Houseparent is not in the house; therefore, it will be necessary to work independently on these occasions, managing the boarding house and the main point of call in an emergency
- Be involved in all aspects of the pupils' life at college

Person Specifications

- Experience of working in a medical, healthcare, or educational environment
- A clean driving licence is essential
- Sound knowledge of first aid
- Strong organisational and communication skills

Behaviours and competencies

- Be able to provide a listening ear to the pupils in the House; the quality of this relationship is important when dealing with any sensitive social issues that may arise
- Be proactive in matters relating to health and safety
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate commitment to diversity and inclusion practices
- Demonstrate a commitment to the values of LWC
- Discrete, with an awareness of data protection and confidentiality
- Ability to co-ordinate a range of pastoral, domestic and medical and health care responsibilities
- Ability to establish positive relationships with pupils, including those with special education needs
- An ability and commitment to carry out duties in line with the guidance of the Boarding Staff Handbook, School policies and procedures in a manner which conforms to the National

Key Stakeholders

- Houseparent
- Cleaning Team
- Tutors
- Pupils in the house

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the College.



Lord Wandsworth College

A different kind of school for a wonderfully open world

Uncertainty is a gift to those with a wide perspective, an open mind and the space and the safety to explore. Our job is to widen students' worlds so nothing is beyond their grasp.

We've been 'widening worlds' since 1922, when LWC was founded by Sydney Stern (Lord Wandsworth) to support orphans. In those days, this widening of worlds was very much a response to the fact that orphans' worlds had contracted or collapsed very suddenly. The school expanded their opportunities, connecting them - via our vast acreage and farmland - with a path into agriculture.

These days, the future is far less known; vocations harder to predict. And so the need to widen worlds is more profound. We support and inspire students, around 700 of them, to be able to forge their own futures, each one more exciting and extraordinary than any goal they could have envisaged at the start. Wonderfully, our students' successes make our world bigger too.



Appointment process and how to apply

Please apply via our LWC website using our HR hireroad.

Closing date for application date for application is 16th March with the interview on 20th March.

Should you wish to discuss the role in strict confidence please feel free to contact Tom Shedden on sheddent@lordwandsworth.org.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1912.



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