



COTHILL

Family • Foundations • Future

Senior Matron



Welcome from the Head

Thank you for declaring your interest in Cothill. Cothill is a wonderful place to work but before you consider submitting an application, I thought it might be helpful if I gave you a brief introduction to the school. By doing this, I hope you might begin to understand why the school is so fondly remembered by its past pupils and so highly regarded in the prep school world.

Established in 1870, Cothill is recognised globally as one of the country's leading boys' boarding and day prep schools with an exceptional record of preparing pupils for the top public schools. Set in the heart of the Oxfordshire countryside, but only fifteen minutes from the dreaming spires of Oxford, Cothill House has been providing an inspirational all-round boarding (and more recently day) education and unrivalled opportunities for boys aged 8-13 for more than 150 years. From September 2025 Cothill will transition to a co-educational school.



Our aim is to foster a pupil's happiness, confidence and individual passions, help them to achieve their potential, cultivate a love of learning and stimulate their love of life. Cothill pupils are proud of their school and flourish in an environment where hard work, integrity and originality are both valued and rewarded. The staff play a vital role in inspiring the pupils to be the best versions of themselves and the friendly atmosphere ensures that everyone feels appreciated.

A unique element of the school's offer is the time pupils spend at the [Château de Sauveterre](#), where they are immersed in the culture and language of the Gers in the south of France. This is a memorable experience and delighted pupils and parents usually deem it to have been transformative.

There is a tremendous breadth to a Cothill education and pupils will be involved in sport, music and the arts most days. Taught by an outstanding, enthusiastic and committed staff, pupils are encouraged to 'get stuck in' and challenge themselves. As a result, Cothill pupils learn the benefits of teamwork, become self-assured and thrive within our vibrant community.

Cothill is a fantastic place to work, and there are so many ways in which one can contribute to the life of the school. It goes without saying that our parental body is extremely supportive of everything we do to put their children's well being and progress at the heart of all our activities. In short, Cothill is an outstanding school with a terrifically positive, sociable and supportive staff.

I look forward to receiving your application; if you have any questions, please do drop me a line via my PA sday@cothillpst.org.



The Role

To oversee and contribute to the care of pupils in order to continue the high standards of care, taking a proactive approach to all aspects of the job when on duty and being willing to be flexible with working hours when the need arises.

Pastoral Care:

- To prioritise the safeguarding, welfare, health and safety of pupils and to be familiar with statutory safeguarding and child protection needs and requirements as well as school policies
- To report any concerns to the Head Matron or DSL or Deputy DSLs
- To encourage appropriate standards of behaviour and consideration for others by the pupils
- To use the school sanction system for good or bad marks
- To work closely with Houseparents and boarding duty staff to ensure the best care of the pupils in your charge

Domestic:

- To ensure the pupils' clothes and personal belongings are used appropriately and stored neatly and to (in conjunction with other matrons) to ensure all belongings are clearly named and kept in good repair
- To liaise closely with the laundry to oversee the washing, drying and returning of clothing
- To help promote a high standard of tidiness and cleanliness amongst the pupils
- To supervise unpacking & packing for school trips and at the beginning and end of term
- To oversee gap students are completing boarding housekeeping tasks satisfactorily

Medical:

- To liaise with the school nurses and Head Matron to ensure the pupils' medical requirements are met and to help run morning surgeries and administer first aid in the absence of a school nurse, or as necessary
- When on duty, to be First Aider and to have/complete appropriate qualifications and training
- To accompany pupils to medical appointments as required by the nurses and Head Matron
- To look after pupils in sick bay, as necessary
- To implement a good personal hygiene routine for the pupils
- To completion of accident and medical forms as required.

Administration:

- To take accurate messages by phone and email and to contact and liaise with parents when necessary
- To be able to use IT systems for medical logging, safeguarding and email communications
- To help with the typing and printing of notices and labels as required
- To help maintain notice boards in the boarding area, ensuring notices are kept up to date
- To take an active role in the fire evacuation procedures
- To take part in the annual staff appraisal system
- To ensure continuity of care by handing over essential information
- To be responsible (in conjunction with the school nurse) for the off-games/absence register



Other:

- To ensure pupils are on time for music practice wake-up
- To be part of the rota of supervision for changing rooms
- Any other tasks which the Head Matron, Deputy Head Pastoral, Head's wife or Head may reasonably assign

Working pattern:

- The role requires flexibility on start and finish times, with a rota pattern of working likely.
- To have 3 overnights a week, plus 3 to 4 weekend overnights per term, on duty
- To be available for work for up to four days before the start of term and up to three days after the end of term to help with the end of term tidy-up.
- To take responsibility for 'lost property' at the end of term and to work with the other matrons and gap students to organise this.

Safeguarding:

- To comply with the school's safeguarding policy, procedures and our code of conduct
- To be fully committed to safeguarding and promoting the children's wellbeing
- To ensure that any safeguarding concerns are reported in line with the school policy
- To take part in regular safeguarding training

The School

- Great colleagues and engaging pupils
- Freedom to make the most of one's strengths
- Ongoing professional development
- Spacious classrooms, well supported by IT
- A wide range of trips which some staff accompany pupils on
- Large and well-stocked school library
- Vibrant music and arts
- Excellent in-house catering
- Extensive grounds and rural setting close to Oxford, with superb sports fields and golf course, indoor swimming pool, climbing wall and recently opened state-of-the-art £6 million Bailey Sports Centre with a gym

Salary & Conditions of Employment

The school has its own generous salary scale, and your salary will be commensurate with your experience. It is possible that accommodation will be available for the successful candidate. Cothill House is committed to the safeguarding and welfare of the pupils in its care. All staff must adhere to the school's safeguarding policy. Offers are subject to references and 'Disclosure and Barring Services' enhanced checks. The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Cothill House does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.



How to apply

Applicants are asked to complete a full application form and may also submit a letter of application to offer a personal insight into the skills and aspirations of the candidate should they wish. Letters should be sent to recruitment@cothillpst.org.

