

Boarding house day matron

Term time only, Monday to Friday (part-time)

Required as soon as possible



St Swithun's
WINCHESTER



Welcome from the headmistress



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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.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.

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

Our location

The school is set on an campus of 45 acres overlooking the Hampshire Downs and 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



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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, through them, 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.

Our community



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St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education.

We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. 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.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.



Our facilities



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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.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).



Boarding Ethos



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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 between girls and staff. They are places where girls can grow and flourish to become independent young women.

The school has six boarding houses:

Le Roy – L4 house (Y7)

Earlsgate, High House, Hillcroft and Hyde Abbey - senior houses (Y8-12)

Finlay – U6 house (Y13)

Finlay



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Finlay is unique in that it houses both the upper six boarders and upper six day girls. Spread over 4 floors, there are 50 single study bedrooms for boarders and six study rooms for day girls, which range in size to accommodate 2-7 girls.

Finlay offers a home from home whilst also offering the girls increasing freedom as they look to their lives beyond school and the next stage of their education.

The school has a very happy boarding community and offers comfortable and attractive accommodation as well as a superb range of activities and events organised both in and out of school. Finlay is a busy and vibrant house where girls thoroughly enjoy the many opportunities and responsibilities that being at the top of the school affords them.



Boarding House Day Matron



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We are seeking a friendly, caring and organised individual to join the St Swithun's boarding team from September 2023 (or as soon as possible after that). This is an excellent opportunity for someone who enjoys working with young people. You will be happy to adapt and take on a variety of tasks to ensure that the girls in the house are happy and well looked after.

- You will work in Finlay, our senior boarding house exclusively for U6 girls (Y13, ages 17-18).
- You will support and assist the housemaster and resident tutor to ensure the smooth running of the boarding house.
- You will provide practical support and pastoral care to the girls in the boarding house and be aware of the importance of being a role model to the girls.

You will work part-time Monday to Friday (26.25 – 30 hours per week) depending on your chosen start time between 8.30am and 9.15am and finishing at 2.30pm. You will work during school term time as well as INSET days and one week in August before the start of each academic year (36 weeks per year in total). Occasional evening and weekend work may be required for which time off in lieu would be offered.

To work at St Swithun's you must have the right to work in the UK; we cannot sponsor visa applications. Accommodation is not offered with this role. As we are a girls' boarding school this role is suitable for female applicants only. This is an occupational requirement in accordance with Schedule 9, Paragraph 1 of the Equality Act 2010

Boarding House Day Matron



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This role requires a proactive sense of teamwork. The housemaster and day matron work together, along with the resident tutor and 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.

AIMS OF THE ROLE

- To support the housemaster in the smooth day-to-day running of the house and to ensure the highest standards of pastoral care are in place
- To be the first point of contact for the boarding house during the day
- To support the domestic staff attached to the house and ensure that they carry out their work effectively and efficiently, so that the boarding house is clean and supplied with everything that the boarders need
- To supervise and provide care for the pupils, with particular responsibilities for the physical, social and emotional wellbeing of each pupil
- To liaise with the health centre and oversee the medical care of girls in the house, accompanying them to medical and dental appointments occasionally if necessary

Boarding House Day Matron



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Specific areas of responsibility:

DOMESTIC MANAGEMENT

- To ensure that the house is clean and tidy throughout the day
- To ensure the smooth running of all domestic aspects of the boarding house, including reporting all maintenance issues to the maintenance department and/or the estates manager
- To ensure that there are always supplies of cleaning materials and equipment, medical items and other domestic materials
- To supervise, and assist with, house domestic laundry and to administer, pack, send and collect items sent to external launderers
- To supervise and help with the clearing up and cleaning of the house at the beginning and end of term; this will include:
 - cleaning the kitchen, including the oven, fridge-freezer, dishwasher, kettle, washing machines, tumble driers and cupboards
 - carrying out a check of all bedding, furniture, fixtures and fittings\ advising on replacement or renewal of bedding, fixtures and furnishings
 - preparing a list of repairs and maintenance items required for submission to the bursar and maintenance manager
- To ensure furnishings are in good order, repairs carried out and that rooms are clean and presentable. The BHDM will need to be available 5 days before the beginning of the academic year for this purpose.

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Specific areas of responsibility:

PASTORAL

- To contribute to induction arrangements for new pupils joining the house; to ensure that any 'settling in' problems are resolved
- To create 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
- To be responsible (with the housemistress/ master) for the care, supervision, cleanliness and presentation of pupils in the house, including acceptable uniform
- Co-ordinating and liaising with other boarding staff as necessary
- To encourage the girls to enjoy the full co-curricular programme both after school and during weekends
- To discipline individual pupils where necessary and, in consultation with the housemistress/master, to impose appropriate sanctions
- To provide a sympathetic presence in the house and to be sensitive to those who are having difficulties coping with school life
- To contribute to, and to use, CPOMS (pastoral tracking system) in order to help to build a picture of each girl in house and to inform subsequent actions

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HOUSE MANAGEMENT AND ADMINISTRATION

- To ensure that appropriate pupil records are kept up to date and that they are stored securely
- To establish systems and routines within the boarding house in collaboration with the housemistress/ master
- To monitor and record travel arrangements
- To monitor and order food supplies for the house
- To ensure that notice boards are up-to-date and relevant, including those that are updated daily
- To carry out any other administrative duties as reasonably required by the housemistress/ master

COMMUNICATION

- To communicate in an open and timely fashion with the housemistress/ master
- To liaise with parents and guardians of boarders as necessary
- To liaise with form tutors and heads of year when necessary
- To work with the headmistress and her office in establishing and ensuring good public relations. In particular, this involves showing prospective parents and pupils around the house

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GENERAL RESPONSIBILITIES

- To take part in performance management or staff review arrangements made by the school
- To take part in appropriate staff cover arrangements for other BHDMs if needed
- To attend staff meetings as required by the headmistress
- Accompanying girls to Heathrow when required
- To be familiar with the National Minimum Standards for boarding schools, and its implementation
- To be familiar with the school's code of practice for health and safety and its policies and procedures
- To carry out such other related duties as may be reasonably required from time to time
- There will be times in the absence of the housemistress, when the BHDM will need to deputise for her
- The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she is responsible, or with whom she comes into contact, will be to adhere to and ensure compliance with the school's child protection policy statement 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, she must report any concerns to the school's child protection liaison officer (deputy head pastoral)

Person specification



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

Essential	Desirable
A professional approach, with integrity and good judgement	Experience of working in a school environment, or environment with a groups of young people
Experience of spending time with young people and the ability to relate to them and enjoy their company	A level 2 food hygiene certificate (or you should have the willingness to obtain this as arranged by the school)
A commitment to safeguarding and promoting the welfare of children	Experience of using databases or information systems to record information
A good working knowledge of IT packages including Outlook, Word and Excel	A recognised first aid qualification (or you should have the willingness to obtain this as arranged by the school)
The ability to work constructively as part of a team and accept direction, but also be able to work independently when required	
Excellent communication skills, both spoken and written	

Salary and application process



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SALARY

This is a permanent role working 36 weeks of the year (35 weeks of St Swithun's term time plus INSET, and one week in August before the start of each academic year). The hours available are between 26.25 and 30 hours a week, Monday to Friday. Starting time can be flexible between 8.30am-9.15am with an end time of 2.30pm.

The salary for this role is expected to be between £24,949 FTE. The pro rata salary will be calculated based on the hours and weeks worked plus 5.6 weeks of paid annual leave entitlement (e.g. 8.30am-2.30pm, Monday to Friday is £14,928.35 pro rata).

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
- Refreshments whilst working

APPLICATION

The closing date for applications is 9am, Monday 18 September 2023.

We reserve the right to close applications before the closing date – applications will be considered as they are received.

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

Child protection and safeguarding



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“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.

Equal opportunities



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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).

Explanatory notes



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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 seek references on shortlisted candidates for teaching and some other posts, 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



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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 (if these have not already been received).
- 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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