CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

JOB DESCRIPTION – MATRON ASSISTANT	
Responsible to	Matron of Boarding House and Matron Manager
Responsible for	N/A
Date	October 2026

Role Purpose

Assisting the Matrons with the day to day running of the domestic and pastoral care of students within the boarding house.

The Successful Applicant

The successful candidate will join a team headed by two resident House Parents, House Tutors, Resident Matrons and existing Matrons' Assistants to help look after approximately 90 students within the boarding house.

The Position

The role will be assisting the team in the boarding house where duties will include the sorting, checking and repairing of pupils' clothes and laundry; assisting the on-duty Matron with pastoral care duties and administering medication under supervision (for which training will be provided).

Key Responsibilities/Accountabilities (include, but are not limited to)

- Organising the dirty laundry collection for dispatch to the on-site Laundry each morning.
- Sorting, checking, and distributing clean clothing and linen once returned from the Laundry.
- Carrying out manageable repairs to uniform, casual clothing, and linen with a sewing machine. Along with some hand sewing and sock darning.
- Labelling and re-sizing uniform as required.
- Maintaining haberdashery supplies and spare shirts and socks at required levels by informing Matron of the departments' needs.
- The provision and supervision of drinks and snacks to the pupils during morning Break.
- Assisting the Matrons with the pastoral care of the pupils with due regard to the School's Safeguarding Policy.
- To assist with the smooth running of the boarding house by taking messages in Matron's absence (for example: whilst at meetings or lunch) and acting on them if deemed urgent or necessary, including answering the telephone and making a record of the conversation.
- After training from Matron and the Medical Centre Nurses, be able to dispense certain medicines to the pupils and provide First Aid when necessary.
- To attend any training that the School may provide to assist you to carry out your duties and to improve your skills (for example: Safeguarding, First Aid, Asthma and Epi-pen training, Health and Safety, Prevention of Radicalisation).
- To assist with preparations for the beginning of each term.
- To assist with the clearing up of the house at the end of each term.
- To assist with ensuring that the rooms and their contents within the Matrons' Department are kept clean and tidy.
- To demonstrate a commitment to improving and developing the organisations' processes and facilities.
- To carry out such duties that may be reasonably required by your line manager.

Person Specification (Indicative)

Essential

- The ability to use a sewing machine and to hand sew.
- To have a sensitivity to the needs of young people.
- To have good written and verbal communication skills.

Desirable

- Experience of working in an educational setting or with young people

Skills & Abilities

- To have good organisational skills
- To be able to work well within a team

Terms and Conditions

Salary £13.10 per hour plus holiday pay depending on the experience of the person appointed.

A substantial remission of fees is available for the successful applicant's children at Christ's Hospital, assuming that they meet the normal academic criteria for entry and a place is available.

Other benefits include reduced-cost membership of our sports centre, free lunches and other refreshments and discounted theatre and concert tickets for public events held in the CH theatre.

Christs Hospital is committed to safeguarding and promoting the welfare of children and young people. All new staff appointments are subject to the satisfactory completion of pre-employment checks, including completion of the School's job application form, receipt of satisfactory references including one from the current employer, a clear enhanced disclosure and barring service [DBS] check, receipt of overseas criminal records check, where the applicant has resided outside of the UK for three months or more in the past 5 years, online searches to check suitability to work in an environment with children, verification of qualifications, and medical check with our occupational health advisors which confirms fitness to teach and carry out the duties of the role.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our student intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.