



## Job Description School Matron (full time, term time only)

*Sherborne Prep School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo children protection screening, including reference checks with previous employers and a criminal record check with the DBS.*

Sherborne Prep School is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

<b>Job Title:</b>	<b>SCHOOL MATRON</b> <b>(Job share opportunities will be considered)</b>
<b>Location:</b>	The Sherborne Prep School, there may be opportunities to work as part of the Sherborne Schools Group
<b>Accountability:</b>	The School Matron is accountable to the Deputy Head Pastoral and Head of Boarding.
<b>Hours of Work:</b>	Rota hours will be 43 hours between Monday – Friday agreed with the deputy Head Pastoral with an additional 4 hours per week 12.30pm-4.30pm on 18 Saturdays during term time. Flexibility in hours will be required on occasion to take account of the changing needs and requirements of a Prep boarding School.
<b>Remuneration:</b>	£25,074.90 per annum, calculated as: £13.50 per hour for 43 hours per week Monday to Friday over 35.4 working weeks and 4 hours over 18 Saturdays - plus 5.6 weeks paid holiday entitlement. Salaries are paid monthly in arrears direct to nominated bank account and are normally reviewed annually in September. The next review for this role will be in September 2025.
<b>Holidays:</b>	The Matron is entitled to all School holidays, except for one week before the start of the academic year and 2 days before the start and after the end of term.
<b>Pension:</b>	The postholder will be able to join the Support Staff Pension Scheme on the first day of the month after completion of two months service. 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).

<b>Probationary Period:</b>	In accordance with School policy, all appointments are subject to a six-month probationary period.
<b>Medical Self Declaration:</b>	The offer of appointment at Sherborne Prep School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
<b>DBS Disclosure (Police Check)/References:</b>	As Sherborne Prep 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.
<b>Postholder's Responsibility:</b>	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).

### **Responsibilities:**

#### **Pastoral Care and Relationships**

- To provide for the safety, welfare, good discipline and pastoral well-being of all pupils in the School.
- To always be supportive of the aims and objectives of the School and the boarding house.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed.
- To ensure the safety and security (always including emotional) of all pupils when they are in the school's charge based on liaison with the DSL.
- To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- To use every opportunity to cultivate contact and communicate with parents.
- To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with the form teachers; to inform the DSL of any child protection issues to fulfil the requirements of the school's policy on child protection.
- To support the school's disciplinary policy and to inform the Deputy Head Pastoral or Head in any cases of bullying, or misconduct.
- To support school pupils in school activities including school productions.
- Ensure supervision of all meals whilst on duty.
- Organising and overseeing haircuts, nit checks, pocket money and mobile phone use for all boarders.

### **Health Care, Medication and First Aid**

- Ensuring the correct administration, storage and recording of all medication given, both that prescribed and daily needs for children.
- Collecting medication from parents, ensuring parental consent forms are signed (daily, as required), liaising with staff regarding specific care needs.
- Reporting any concerns to DSL.
- Responsible for safeguarding of children in line with school policy.
- Current first aider.
- To liaise with relevant staff and the school doctor through the Health Centre at Sherborne School to ensure that pupils' medical requirements are properly catered for.
- Ordering and maintaining medical supplies.
- Writing medical protocols, dietary requirements and care plans for children, and updating staff including the catering team as required.
- Liaising with other schools regarding any children with specific medical or dietary needs when pupils are going to other schools for matches or events.
- Arranging first aid kits for all groups of children leaving school property and ensuring that they are ready for collection.
- Being a pitch side First Aid provider at home fixtures and for other tournaments and matches as required.
- Arranging immunisations and vaccinations with the school nursing team.
- Communicating with allocated GP from The School's allocated Medical Centre including registering pupils and organising appointments and reviews.

### **House Keeping**

- To assist with the organisation and resources of the boarding house and to ensure it is always presentable and Health and Safety compliant.
- To liaise with all the boarding team to ensure that pupils' clothes and personal belongings are used appropriately, labelled and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
- To support the arrival and collection of full boarders for exeats and holidays, liaising with parents and guardians on travel arrangements.
- To assist the Boarding Master and be present prior to the starts and ends of term to ensure that the arrival and departure of boarders is suitably staffed and to meet parents.
- To liaise with parents regarding the provision of dental and optical care for boarders.
- To ensure checks of the security of all boarding accommodation, after hours when on duty.
- To ensure all washing, drying, and ironing of laundry is done on a regular basis.
- To make up beds for regular and flexi boarders.
- To audit the boarding house linen and towels.

### Administration

- To have good knowledge of, and compliant with, the National Minimum Standards for Boarding Schools.
- To assist the head of Boarding to perform an annual audit of the NMS.
- To contribute to and maintain any notice boards, signs and posters within the boarding areas.
- To complete a comprehensive handover at the end of each shift.
- To be competent in using CPOS, iSAMS and OneNote and to demonstrate comprehensive IT skills. Training will be provided on platforms.

### Health and Safety

- Involvement in health and safety issues as required.
- Notifying the Bursar of any accidents or incidents.
- To report any accidents through RIDDOR.
- To ensure all electrical equipment in the boarding house is PAT tested.
- To liaise with the Bursar on all medical training needs of the staff.

### 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	Within first week of employment	As Required
ICT training (to include GDPR)	Within first week of employment	As Required
Induction Training with Line Manager	Within the first three months	

Emergency First Aid Training	Within the first term of employment	As Required
Fire Marshal Training	Within the first term of employment	As Required
Annual Fire Refresher	Within the first term of employment	As Required
CoSHH	Within the first term of employment	As Required
Manual Handling	Within the first term of employment	As Required
Working at height	Within the first term of employment	As Required
Food Handling – if required	Within the first term of employment	As Required
Display Screen Equipment (DSE) User	Within the first term 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 short listing.*

In the event of any queries please contact:

Miss Emily Old, Recruitment Manager  
Human Resources  
Sherborne School  
Tel: 01935 810502  
Email: [hr@sherborne.org](mailto:hr@sherborne.org)

Closing date for applications:

9:30am on Monday 28 April 2025

Interviews are likely to take place:

Wednesday 7 May 2025

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

Anticipated start date:

ASAP