

## Job Description

<b>Job Title:</b>	Matron
<b>Department:</b>	Boarding Houses
<b>Job Grade:</b>	6
<b>Accountable to:</b>	Houseparent ('HSP') and Deputy Head Pastoral
<b>Number of direct reports:</b>	No direct reports
<b>Budgetary responsibility:</b>	No
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To provide support and guidance to pupils, working closely with the Houseparent (s) to ensure a warm, purposeful, pleasant atmosphere and regime within the House. To maintain standards and controls as set by the School, HSP and the Health and Safety at Work Act. To play an active role in the life of the Boarding House and School.

### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we

also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

#### **Key Tasks:**

The Matron has responsibility for approximately 60 – 70 pupils.

Liaison is required with the following departments:

1. Health, Safety and Compliance.
2. Domestic Services Supervisor regarding cleaning standards and furnishings.
3. Maintenance Department.
4. Medical Centre.
5. Laundry Supervisor, Head Houseperson, Catering Manager.

The post is an integral part of ensuring that the School profile remains high with the Governors, Head, staff, parents and visitors.

#### **Key Tasks:**

1. To support the Houseparent (s) in the day to day running of the House, to ensure that suitable records of pupils' welfare, health, achievements and misconduct are kept, including the house duty books as required. To assist Houseparent (s) with administration duties.
2. To ensure, in liaison with the HSP, that effective handover of information at the start and finish of every shift
3. To provide support and guidance to pupils.
4. To provide a friendly, open environment for pupils.
5. To liaise with parents/guardians/staff/medical staff in respect of the wellbeing of the pupils.
6. To be responsible for the smart appearance of the pupils.
7. To deal sensitively with information recognising confidentiality particularly in regard to the Children's Act and follow School procedures on safeguarding and child protection, and to report Safeguarding concerns without delay.
8. To organise and attend social functions for all year groups in the House, i.e. breaktime treats with Matron.
9. To be aware of the requirements laid out in the National Minimum Boarding Standards.
10. To provide medical care in the House, following guidelines issued by the Medical Centre, ensuring proper records and communication are maintained and visiting pupils confined to the Medical Centre.

11. To take responsibility for the collection, appropriate and secure storage, and the administering of prescription and non-prescription drugs to pupils. In accordance with school medical procedures and policies, liaising with the school medical centre/senior nurse to ensure adherence with policies, procedures and best practice. To ensure regular and clear communication with the Medical Centre.
12. To act as first aider in the event of a medical emergency in the House, liaising with the School medical staff and external organisations i.e. hospitals and emergency services.
13. To transport pupils to hospitals, emergency orthodontic visits and opticians as necessary. For an emergency appointment, this may by agreement extend the normal day until other staff support is arranged, for which hours may be swapped in lieu.
14. To liaise with the Domestic Team Leader to ensure that cleaning standards are met as agreed with the Houseparents.
15. To ensure that the laundry service to the pupils is effectively managed, carrying out minor repairs and name tagging of clothing to ensure that the pupils' clothing is fit for wear and laundering. Advising pupils if the fit, cleanliness or state of repair of their clothing and footwear has fallen below an acceptable standard and arranging replacements where necessary.
16. To inspect the house daily for cleanliness, tidiness, wear and damage, faulty installations, illegal equipment, breaches of school rules and breaches of fire and safety regulations. Informing the relevant department of any discrepancies and actions required.
17. To assist the HSP in preparations for special functions, e.g. Speech Day, At Homes.
18. To provide support for pupils' transport arrangements throughout the term: To liaise with parents and guardians to organise weekend, exeat and school holiday travel forms and taxi bookings.
19. To provide support and attend House and School events, when possible, e.g. Sports Day, Inter House competitions, sporting events and other activities, as agreed with Houseparents.
20. The Matron should take responsibility for conducting daily medical queues in the House. The timings can be varied according to the needs of the House and HSP.
21. To attend relevant training courses, when required to ensure that knowledge and standards are maintained to the required level eg Safeguarding, First Aid Training, Health & Safety etc. First aid training will be a full 3-day FAW (first aid at work) course.
22. To build and develop strong communications with other House Team Members and Matrons and to attend meetings as required by the HSP.
23. To attend mandatory training days/CPD courses as and when required and to discuss needs and opportunities in advance with the HSP.
24. To maintain and improve professional knowledge and competence.
25. To carry out any other duties commensurate with the post as may be reasonably required.
26. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

27. To attend whole colleague INSET when and where appropriate and directed by the Deputy Head (Pastoral).

### Expectations:

Working Weeks Term Time plus the following:

Start of the Michaelmas term – mornings only half days – hours agreed with HSP from Wednesday immediately after the August bank holiday or 3 full days before the first INSET day (ie approximately 1 week before pupils return) in order to prepare the House for the start of term.

End of Michaelmas term – 1-3 hours post pupil departures.

Beginning of Lent term – From the morning on the day that term starts.

End of Lent term – 1-3hrs after pupils depart.

Start of summer term – 4.00pm – 6.00pm on the day term starts.

End of summer term – one morning into the holiday finishing at midday to organise the House for handover to Stowe Enterprises, or up to a further two mornings finishing at midday to organise the House if required by the School. At half terms, Exeats and end of terms, Matrons are required to be available until 4pm to support pupils and to assist in the safe closedown of the Boarding House.

In general a Matron is expected to be available to deal with both routine matters and emergencies as they arise. However, Matrons may expect their working hours per week to be no fewer than 42 and this may be exceeded from time to time. There will be times of significant and intense activity and times when Matron is less busy and it is therefore generally accepted that over the course of a Term the working hours even out to an acceptable level.

Matrons are expected to run 2 medical queues a day i.e. breakfast and dinner at times agreed with their Houseparents. During the remainder of the day, Matrons' hours are likely to be as follows although there will be a need for flexibility in consultation with the Houseparents\*

**Monday-Friday: 07.30am - 1.00-pm and 3.00pm - 5.00pm**

**Saturday: 10.00am - 2.30pm**

TOTAL 42.00

\*To be agreed with the Houseparents.

On the Friday of Exeats and Half Terms the Matron will be required to work 8.00am – 14.30pm but will not be required to work on the Saturday. If, due to the needs of the House, Matron is required to work during any period which would otherwise be a rest period or rest break, then the School undertakes that an equivalent period of rest may be taken whenever possible. The HSP will agree with the Matron the timing and duration of the compensatory rest. The Houseparent must be informed of the cover arrangements made and pupils should attend the Medical Centre if they feel unwell and Matron is off duty.

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to minimum GCSE/O Level standard with a good level of English and Grammar.</li> </ul>	<ul style="list-style-type: none"> <li>First aid qualification.</li> <li>BSA boarding qualification.</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>Good IT skills to include MS Word, Excel and Outlook.</li> <li>Valid Driving license</li> <li>Able to physically carry out the tasks associated with the role.</li> <li>Caring for children and young adults.</li> <li>Proven experience in undertaking administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with 13-19 year olds.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to empathise and communicate with young people.</li> <li>Enthusiastic and energetic.</li> <li>Ability to work the flexible working pattern of the required role.</li> <li>Friendly, approachable attitude.</li> <li>Calm, under pressure.</li> <li>Observant.</li> <li>Team player.</li> <li>Ability to plan and organise.</li> <li>Excellent communication skills at all levels.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Open to learning new skills.</li> </ul>
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: December 2025</b>		

## Our Values



### Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Matron we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5