



BLOXHAM SCHOOL VACANCY INFORMATION FOR: **HOUSE MATRON - EGERTON HOUSE**

Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 500 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.



THE VACANCY

Bloxham School is looking to appoint a non-resident Matron in a boys' boarding house. The principal role of the non-resident House Matron is to assist with the pastoral care of the pupils who are resident in the house by making a major contribution to the caring, family atmosphere of the school. This will involve working closely with the Housemaster (HsM) to ensure that the pupils settle into school life by providing a sympathetic ear and practical support.

- Liaising closely with the HsM with any concerns relating to the general welfare of the pupils. Being accountable for the work of both matron and assistant matron.
- Reporting all repairs and faults of fixtures and fittings in the House to the HsM.
- Reporting any withdrawn or unusual behaviour to the the HsM.
- Regularly meeting with the HsM to discuss the welfare of the students.
- Supervising the cleaners assigned to the House and the management of their workload to ensure that the House is maintained to a high standard of cleanliness; assist with domestic duties when required.
- Communicating appropriately with parents as and when necessary.
- Acting as 'adult presence' in the house, acting as fire marshal, reporting issues to the HsM.
- Supervising the laundry for pupils
- Supporting house events, such as the annual House Dance and assisting at Founder's Day, Open Days and New Pupils Teas, as appropriate.
- Checking the students' rooms and report to HsM any issues.
- Endeavouring to see the students have reasonably tidy appearance.
- Liaise with HsM regarding appropriate sanctions where required.
- Managing the working schedule of the Matron and Assistant Matron.
- Working closely with Palmer Health Centre and provide suitable rest and quiet time in house
- Updating the first aid kit, if required maintaining records of medicines dispensed to students in house.
- Undertaking training as required

KEY INFORMATION

Start Date: January 2023

Accountable to: Housemaster, Head Matron and Deputy Head (Boarding and External Communications)

Working Hours: 38 hours per week term time including alternate Saturday mornings plus up to 12 hours at the start and end of each term. Rota to be negotiated with the Assistant Matron to ensure continual cover in house from 8.00am – 18.30 Monday to Friday and 8.00 – 11.30 on Saturday.

Salary: £19,904 per annum

Closing Date: 9am on Friday 7th October 2022

BENEFITS

- Enrolment in the School's defined contribution pension scheme
- Tea, coffee and lunch provided during working hours
- Free parking on site
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Strong, supportive staff community with a school counsellor available



PERSON SPECIFICATION

Essential Criteria:

- Have a warm and sympathetic personality.
- Have a 'can do', proactive attitude.
- Be practical and keep a cool head in an emergency.
- Be tactful, discreet and a good listener.
- Be firm but fair.
- To be a good team player but to also be able to work on your own.
- Ability to multi-task and prioritise, planning own workload to fit around the needs of the pupils.
- Have a hands-on approach to all aspects of running the house.
- Have basic computer skills.

Desirable Criteria:

- Experience within a similar setting.

HOW TO APPLY

Closing Date: 9am on Friday 7th October 2022

To apply for this role please complete the Bloxham School support staff application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 232160 or at recruitment@bloxhamschool.com.

We look forward to receiving your application.

SAFEGUARDING

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy 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, s/he must report any concerns to the School's Designated Safeguarding Lead.