



Prep Matron

The Prep

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (pupils from 13 – 18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 660 pupils, and with the purchase of a new house, is aiming to become 720 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

The Role

The Matron is directly responsible to the Houseparents for the general welfare of the pupils within the Boarding House including providing pastoral, medical and domestic support.

Person Specification

- Aptitude for dealing with young people in a close environment
- Empathy and understanding
- Organised and attentive to detail
- Ability to communicate with parents, pupils and other members of the team
- Excellent interpersonal skills
- Team player with a flexible and willing attitude
- Good IT skills
- Sense of humour

Pastoral

- Be responsible for the general health and well-being of the pupils
- Provide adult supervision in the House during the day
- Respond to parental enquiries in connection with routine House matters





CADE HOUSE

- Liaise with parents concerning domestic, welfare and medical matters in consultation with the Houseparents
- Contribute to the maintenance of College standards in uniform and be responsible for the care, supervision, cleanliness and presentation of pupils in conjunction with the Houseparents
- Contribute to induction arrangements for new pupils joining the House and resolve any settling-in problems

Medical

- Refer medical matters to the College Health Centre, doctors' surgery or hospital as required and liaise closely with the Health Centre to share any health concerns
- Respond to and manage medical emergencies as well as routine appointments, escorting pupils if necessary
- Attend First Aid training as provided by College or other designated organisation
- Take care of sick pupils unable to attend normal lessons
- Keep a daily record of any treatment or medication given
- Ensure supplies of medical items are maintained in safe and secure manner in accordance with protocol from the Health Centre

Domestic

- Carry out checks of all bedding, furniture, fixtures and fittings at the end of each term and advise on replacement of these items as required
- Be available for periods prior to and at the end of term to supervise the preparation and clearing up of the House
- Oversee presentation of rooms in the House
- Ensure dorms are prepared for boarders each night
- Take care of laundry for boarders

General

- Meet with Resident Matron/Houseparents on a daily basis to ensure smooth running of the House and liaise with domestic staff attached to the House
- Assist with flexi-boarding bookings and administration
- Liaise with the Estates Team in connection with routine maintenance
- Maintain accurate and up to date pupil records
- Provide cover for other Matrons if required
- Assist with preparation for and attending House functions





CADE HOUSE

- Be available for training sessions both during term-time and at the start and end of each term as required
- Carry out other duties as deemed appropriate by the Houseparents or the Headmaster subject only to the provision that these duties shall fall within the general aim of the post

Terms and Conditions

- Hours of work during term time will be subject to discussion at interview
- School lunch available during term time
- Members of staff can use the College sports' facilities (at staff allocated times)
- Pension scheme available after satisfactory completion of probationary period
- Subsidised Health Scheme Membership (Benenden)
- Discounts and offers for College staff at local businesses and retailers

JRA August 2022

Review: August 2023

