



**ST EDMUND'S**  
**SCHOOL**  
CANTERBURY

# Boarding Matron (Residential)

Permanent, Term-time only Post  
January 2023









## THE SCHOOL

---

We are a 600 strong 3-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.

### ETHOS

- Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking
- A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'
- Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel
- Every pupil here is known and understood
- The fact that we educate children from the age of 3 to 18 underpins the strong family atmosphere and sense of community that pervade the school
- St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future
- We offer a variety of challenging and exciting GCSE and A-level courses which appeal to young people whatever their strengths and interests. Highly-qualified teachers and small class sizes mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom
- Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking
- Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable

## DETAILS ABOUT THE POST

---

<b>Grade</b>	£20,809 - £22,879 pro rata
<b>Title</b>	Boarding Matron (Residential)
<b>Type of post</b>	Term-Time only(Permanent)
<b>Benefits</b>	Accommodation, Pension, Employee Assistance Programme, Salary Sacrifice Schemes, Retail discounts, subsidised gym membership, free parking, free meals
<b>Start Date</b>	January 2023

<b>POST &amp; DEPARTMENT</b>	
<b>Role</b>	<p>This is an important pastoral position, which requires the post holder to be aware of and respond to issues pertaining to all boarding pupils. The Boarding Matron should enjoy spending time in the company of pupils and be prepared to oversee their domestic, medical and pastoral development out of school hours. The Matron is expected to work in close co-operation with the Director of Boarding, Housemasters, boarding team, pupils and the Day Matron, and with the Medical Centre staff and the Deputy Head Pastoral. The suitable candidate for this role will have both the ability to work as an autonomous worker and will be flexible enough to work as a team player at any given time.</p>
<b>Hours</b>	<p>It is not possible to lay down specific hours of work to cover emergencies, such as a pupil's illness during the night, but in general, a Matron is expected to be available to deal with both routine matters and emergencies as they arise. There will be times of extreme activity, as well as times that are less busy.</p> <p>As a guide, the successful candidate will be required to be on duty from 6.30pm-10.30pm, in residence overnight, supporting the boarders with their morning routine and then off duty from 8.30am.</p>
<b>Boarding Mission Statement</b>	<p>One full 24-hour period off per week. Weekend duties according to the boarding rota</p> <p>Boarding at St Edmund's is firmly based in the core principles of family living. We strive for an open, inclusive and purposeful atmosphere in</p>

	<p>which pupils are encouraged to fulfil their academic and personal potential; where needs are addressed and achievements are celebrated.</p> <p>We are fortunate enough to have a broad mixture of backgrounds and cultures among the boarding community; we pride ourselves on drawing on the best of this rich variety and creating an environment that values individuals but offers an experience that is all the better for its sense of collaboration. It is a model that works, and one which boarders will find resolutely in place after the school day ends.</p> <p>What it means for our boarders</p> <ul style="list-style-type: none"><li>• The core principles of family living</li></ul> <p>You can expect support and guidance and you will always find us willing to listen and advise.</p> <ul style="list-style-type: none"><li>• An open, inclusive and purposeful atmosphere</li></ul> <p>You should find boarding a welcoming place to be, an environment where you feel that you can contribute ideas and that you will be taken seriously. You will be encouraged to get the most out of your time as a boarder.</p> <ul style="list-style-type: none"><li>• Pupils are encouraged to fulfil their academic and personal potential; needs are addressed and achievements are celebrated</li></ul> <p>Boarding staff will supervise your prep sessions and keep in touch with your teachers to make sure you are doing the best that you can academically. We will give you opportunities to develop leadership skills. Help will always be available to you and success will always be rewarded.</p> <ul style="list-style-type: none"><li>• An environment that values individuals but offers an experience that is all the better for its sense of collaboration</li></ul> <p>What matters to you also matters to us. We want to know about the things that you value, we want the community to share stories and to celebrate a wide range of cultural events together. Tell us about home, your holidays or the festivals you observe and we will find appropriate ways to reflect those things in boarding life.</p>
--	---

	<ul style="list-style-type: none"><li>• St Edmund's sets out high expectations of its pupils and carefully ensures that the structures are in place to allow pupils to meet these expectations</li></ul> <p>We plan in order to help you succeed. Evening and weekend schedules are designed to balance free time with the demands of academic study and also allow opportunities for activities and trips that can work as a reward for a job well done. Your teachers will communicate concerns and praise to boarding staff, ensuring you have the support of the school at all times.</p>
--	---

# Job Description

---

## Key Responsibilities

- assisting the boarding team with the general welfare and well-being of the pupils and being aware of any medical, pastoral, social or domestic problems they may have
- Help with supervision and behaviour, especially at meal times and bedtimes
- to form positive relationships with the boarding pupils
- the medical welfare of pupils including accompanying them on visits to doctors, dentists, consultants and hospitals
- Respond to medical emergencies, escorting pupils as needed
- Keep parents informed about their children's health and wellbeing regarding routine matters
- the maintenance and administration of all medicines kept in House in line with School policy
- the general appearance of pupils, ensuring that uniform is worn correctly
- to liaise with the parents/guardians when pupils are required to purchase new items of uniform
- Oversee housekeeping / cleaning and monitor the standard of work of the cleaners.
- Reporting any maintenance issues to the Maintenance Department
- Attend boarding staff meetings, contributing productively and creatively to discussion.
- Be in residence before the return of boarders at the beginning of each term order to welcome back pupils and, where possible, be a point of contact for parents.
- At the end of term, in exceptional circumstances and for a maximum of one night, remain resident until all boarders have departed.
- encouraging and modelling good manners and courtesy, a positive attitude and respect for the individual and school and personal property
- to carry out any other duties requested by the Director of Boarding for the smooth running of the House and welfare of the pupils
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be familiar with the National Minimum Boarding Standards (NMS)

## SAFEGUARDING AND CHILD PROTECTION

- The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement 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 or to the Headmaster (as appropriate). The post-holder is also required to complete regular Safeguarding training, as are all staff at the School.





# PERSON SPECIFICATION

	ESSENTIAL
<b>QUALIFICATIONS</b>	<p>A good standard of general education is expected.</p> <p>Suitable Qualifications in First Aid and childcare, such as:</p> <ul style="list-style-type: none"> <li>• Level 2 Award in Paediatric First Aid</li> <li>• Level 2 Award in First Aid Essentials</li> <li>• Level 2 Award in Safeguarding and Protecting Children and Young People</li> <li>• Level 2 Certificate for the Children and Young People's Workforce.</li> <li>• Level 1 Health &amp; Safety</li> </ul> <p>When in post your training will cover school and health and safety procedures. CPD <b>could</b> involve:</p> <ul style="list-style-type: none"> <li>• Professional Practice Certificate course organised by the Boarding Schools' Association (BSA) and Roehampton University.</li> <li>• Level 3 Award in Paediatric First Aid</li> <li>• Level 3 Diploma for the Children and Young People's Workforce (Early Years Educator).</li> </ul>
<b>SKILLS/EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with children or young people is essential</li> <li>• Knowledge of child development and educational welfare will be necessary.</li> <li>• Clear Disclosure and Barring Service checks.</li> </ul>
<b>PERSONAL QUALITIES</b>	<p>The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.</p> <ul style="list-style-type: none"> <li>• a warm and sympathetic personality</li> <li>• tact and good listening skills</li> <li>• the ability to deal with emergencies calmly</li> <li>• an understanding of different cultures and practices</li> <li>• excellent communication and 'people' skills</li> <li>• good organisation, writing and IT skills</li> <li>• practical skills for housekeeping.</li> <li>• A 'can do' attitude and the willingness to work hard to get things done</li> </ul> <p>The nature of the work requires physical fitness and a good level of stamina.</p> <p>To be friendly and welcoming and someone that parents and pupils can trust.</p> <ul style="list-style-type: none"> <li>• the ability to work in a team</li> <li>• Sensitivity, empathy, patience and, most of all, a sense of humour</li> </ul>

# CONDITIONS OF SERVICE

---

## **BENEFITS**

Company Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and free meals term time only.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

## **SAFER RECRUITMENT**

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## **UK GDPR**

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

## **APPLICATIONS**

Applications should be emailed to [recruitment@stedmunds.org.uk](mailto:recruitment@stedmunds.org.uk) by 09.00am 15<sup>th</sup> August 2022.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).



