



Matron

Permanent /Part time /Term time

Friday and Saturday from 7:30 am to 6:00 pm and one other day Monday to Wednesday

Salary - £16,116.88 - £16,128.25 actual per annum

As a Matron, you will work in one of our Boarding Houses as part of a team who are responsible for the health and welfare of the pupils in your care. The role involves a variety of responsibilities, but above all, there is an expectation that you will act as a parent figure who is generous with their time and responsive to the needs of the pupils.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 months to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

About You

You will be someone with a good sense of humour who understands and likes working with young people. Being a good listener, having a flexible outlook, and having a calm and friendly disposition are also key, along with having sufficient sensitivity to show tact and diplomacy whilst dealing with all situations.

You will have excellent communication skills, and an ability to build positive relationships with pupils, parents, colleagues and the wider College community. This is a varied role and a flexible 'can-do' attitude and adaptable approach are essential.

You will have physical stamina, and an ability to handle laundry and climb a large number of stairs.



What you'll be doing

- Acting as one of the first points of contact for pupils who need pastoral support and medical care in the house
- Working effectively with the House Team and other departments (such as Estates, Catering and Cleaning) to assist with and contribute to the smooth running of the boarding house
- Liaising with parents, other house colleagues and the wider college to ensure the house is clean, well maintained and pupils have a continuity of care
- Helping pupils to prepare for their day by ensuring they have the correct equipment and uniform for their lessons
- Monitoring and managing pupil attendance and absence as and when required
- Attending and assisting with in house and college events, such as plays and concerts.
- General administrative duties such as answering the telephone, responding to emails and entering data into the School Management System

Required Qualifications & experience

Essential

- Knowledge of the pastoral needs of children and young people

Desirable

- A First Aid certificate is desirable, but not essential as this can be provided by the College
- Upon appointment, all Matrons undergo specific training for Safeguarding, First Aid, Security, Food Handling and Fire Marshalling, provided by the College. Other training will be provided on an on-going basis.

Required Skills

- Ability to multitask and prioritise accordingly
- Able to use own initiative to resolve situations with tact and diplomacy
- Excellent interpersonal skills
- Able to stay calm during busy periods

What's in it for you

£13.38 per hour • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development • Pop Up Bicycle Servicing • Wellbeing Week



How we Recruit and our commitment to Safeguarding

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role, you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

Equal Opportunities

Clifton College is committed to creating and promoting a diverse and inclusive workforce that better reflects the community we are part of. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

How to apply

In the first instance, send us your CV or a completed application. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

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