



## BLOXHAM SCHOOL VACANCY INFORMATION FOR: **ASSISTANT MATRON**

*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 560 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 Assistant Matron for Seymour House, a purpose built boys' house set centrally within the campus next to the school swimming pool and overlooking the Headmaster's Lawn. The principal role is to assist with the pastoral care of the pupils who are in the House by making a major contribution to the caring, family atmosphere of the School. This will involve working closely with the House Matron to ensure that pupils settle into school life by providing a sympathetic ear and practical support.

## JOB DESCRIPTION

- The Assistant Matron assists in the domestic side of the day to day running of the House.
- Liaising closely with the Matron and Housemaster with any concerns relating to the general welfare of the pupils. This may involve occasional contact with the parents.
- Regularly meet with the HsM to discuss the welfare of the students.
- Assist the Matron with the supervision of 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.
- Acting as 'adult presence' in the house, acting as fire marshal as necessary.
- Reporting all repairs and faults of fixtures and fittings in the House to the Matron, and liaising with the Matron on updating of fixtures, fittings and decoration.
- Supporting House events, such as the annual House Dance, and assisting at Founder's Day, Open Days and New Pupils Teas, as appropriate.
- Helping to ensure students are of tidy appearance.
- Working with the Matron and cleaners to manage students during preparation of the House at the start and end of each term.
- Offering seamstress support where appropriate in the House.

- Undertaking suitable training as required.
- Administering and recording students' medication when required

## KEY INFORMATION

**Start Date:** As soon as possible

**Accountable to:** Matron and Housemaster

**Working Hours:** 30 hours per week term time including alternate Saturday mornings plus up to 3 days at the start and end of each holiday. Rota to be negotiated with Matron to ensure continual cover in house from 8.00 - 18.30 Monday to Friday and 8.00 - 11.30 on Saturday.

**Salary:** £15,353 (£24,003 FTE)

**Closing Date:** 9am on Tuesday 20<sup>th</sup> August 2024

## BENEFITS

- Strong, supportive staff community
- Opportunities for continuous professional development
- Enrolment in the School's defined contribution pension scheme
- Meals and refreshments provided during working hours
- Cycle to Work Scheme
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Free parking on site



## PERSON SPECIFICATION

### Essential Criteria:

- Have a warm and sympathetic personality
- Be tactful, discreet and a good listener
- Be firm and fair
- Be practical and be able to keep a cool head in emergencies
- Be willing to attend training courses, as appropriate
- Have a hands on approach to all aspects of running the domestic side of the house
- Have an understanding of the pastoral needs of students in a day and boarding environment
- Be able to assist in the management of a team of domestic staff
- Be committed to the safeguarding of all the students in our care

### Desirable Criteria:

- Previous experience of pastoral care in a boarding school
- Seamstress skills to be able to carry out minor repairs to clothes

## HOW TO APPLY

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 724379 or at [recruitment@bloxhamschool.com](mailto:recruitment@bloxhamschool.com).

## SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

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.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self- declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.