



RECRUITMENT INFORMATION PACK

# MATRON

PART-TIME JOB SHARE  
( 2 DAYS PER WEEK - FRIDAYS & SATURDAYS )

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Location: Holt, North Norfolk, UK  
Required for: September 2024

*Gresham's School 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.*



**A MESSAGE FROM  
DOUGLAS ROBB,  
HEADMASTER**

*I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.*

*Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.*

*We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.*

*We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.*

*For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:*

*[visitnorthnorfolk.com](http://visitnorthnorfolk.com)*

*With best wishes,*

A handwritten signature in dark ink, appearing to read 'Douglas Robb', followed by a long horizontal line.

*Douglas Robb*

## **J O B   D E S C R I P T I O N   A N D   P E R S O N   S P E C I F I C A T I O N**

*The Job Description contains the main details of the tasks and responsibilities of the post.*

*The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.*

## **J O B   D E S C R I P T I O N**

### **M A T R O N**

**R e p o r t i n g   t o   t h e   D e p u t y   H e a d   -   P a s t o r a l**

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The role of the Matron is primarily concerned with the health, welfare, pastoral care and safety of boarding and day pupils between the ages of 13 and 18. Matrons are required to work and liaise closely with pupils, parents and staff. The Matron often acts as a point of contact, not just between parents/pupils and the School but between parents and their children and vice versa, under the direction of the Housemaster or Housemistress (HSM).

### **K E Y   R E S P O N S I B I L I T I E S   A N D   D U T I E S :**

- Maintain continuing awareness of matters relating to the general health, well-being and welfare of pupils and act accordingly
- Ensure effective and timely communication is maintained between yourself and the other Matron assigned to your house
- Be a reliable and visible 'presence' when on duty for all pupils, whatever their needs
- Be available to pupils, parents and staff to advise, guide and support as necessary and act as an intermediary on occasion to both raise and resolve problems and issues, including those of a medical or welfare nature
- Refer medical matters that cannot be immediately resolved to the Health Centre, the School Doctor or emergency/hospital surgeries as appropriate and ensure appropriate follow-up



- Together with Housemaster/Housemistress and laundry staff, ensure that pupils' cleanliness, appearance and general presentation/behaviour is appropriate and that they have the necessary uniform, clothing and 'consumables' that they require
- Implement the requirements of the National Minimum Standards for Boarding Schools with regards to ISI inspections
- Liaise with the Estates and Site Operations Manager on matters relating to House support services and the activities of support staff
- Manage the day to day activities of the House Cleaners
- Attend Boarding House Meetings
- Attend and help run House and School activities and events, including annual induction Welcome and Open Days
- Transport and accompany pupils to medical appointments (or similar).
- Deal with all medical matters/emergencies as appropriate, administering non-prescriptive care/medicine as necessary. Oversee the distribution and administration of prescribed medicines when required.
- Oversee the end-of-term cleaning and end-of-holiday preparation of the House, identifying repairs/replacement/maintenance issues to be addressed.
- Participate in the induction of domestic staff allocated to the House and ensure adequate supplies and safe storage of cleaning materials, equipment, medical items and other domestic materials.
- Participate in the School's performance management and review processes.
- Provide staff-cover for other Matrons (if there is capacity within your hours/working week to do so).
- Keep generally up to date with developments and activities in Gresham's.
- Ensure a sufficient familiarity with School and Government regulations and codes of practice relating to Health and Safety, Bullying, Substance Abuse, Child Protection and Safeguarding – in line with current school policies. Update knowledge on a regular basis.
- Maintain own professional care skills and first aid certification.
- Maintain up to date knowledge with regard to the Health & Safety protocol of the School during national restrictions.
- Actively promote the fundamental British values of democracy, the rule of law, liberty, and mutual respect and tolerance of those with different faiths and beliefs.

The position involves extensive work with young people in a support role at Gresham's, providing pastoral care within a boarding house environment and is a regulated activity.

The role therefore requires the successful candidate to

- read and understand the current Keeping Children Safe in Education (KCSIE) guidance, alongside the School's Safeguarding and Child Protection and demonstrate a commitment to implementing these fully, both in and out of the workplace
- Attending all Safeguarding training.
- Demonstrate a commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

## P E R S O N   S P E C I F I C A T I O N

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Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Good general level of education to GCSE level or equivalent	✓	
Child Protection/Safeguarding training – updated training is regularly provided as required		✓
Equivalent of NVQ2/3 in Care		✓
Basic First Aid qualified	✓	
Driving Licence and the willingness/ability to drive on duty (it would be preferable if the successful applicant had access to a private care which was insured for business travel)	✓	
W O R K   E X P E R I E N C E ,   P E R S O N A L C O M P E T E N C I E S   A N D   S K I L L S	E S S E N T I A L	D E S I R A B L E
Experience as a carer/auxiliary in a school, hospital, care home or similar pastoral environment		✓
Experience working with young people	✓	
Experience in planning, organisation and administration	✓	
The ability to communicate and manage a wide and diverse range of relationships across internal and external customers	✓	
Show a strong vocational affinity for working with young people	✓	
Be well organised with a practical and calming influence and be able to retain a “cool head” in an emergency situation	✓	
Be a skilled intermediary – empathetic, sympathetic but firm	✓	
Ability to relate to young people	✓	
Clearly understand that the role is one that requires a very flexible approach to the requirements of what can be a very diverse working day	✓	
Can work without supervision	✓	
Understand the importance of, and be able to, work in a team	✓	
Have the ability to find solutions to problems	✓	
Possess a range of communication skills enabling effective communication with a wide range of people	✓	
Confident, and competent using computers, electronic communication etc (training will be given on bespoke systems)	✓	
Methodical in keeping records	✓	
Great sense of humour	✓	
Committed to continuous personal and professional development.	✓	
Must embrace and support the Gresham’s culture and ethos	✓	

# REMUNERATION AND OTHER BENEFITS

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## WORKING HOURS

The overall term-time working week for Matron cover is 6 days, Monday to Saturday 7:50am – 5:00pm.

**The 2-day position is Fridays & Saturdays (inclusive of 1-hour unpaid lunch break) – 16 hours 20 minutes**

In addition to your term-time hours above, you will be required to attend INSET days over the academic year, these are normally in the week leading up to the start of term.

There is a further requirement for additional hours (known as Bank Hours) to be worked at the start and end of term to ensure the boarding house is ready for pupils to arrive and closed after pupils leave. A bank of hours is allocated to cover these periods of time along with some additional hours to support house events and special school events. This will be fully explained at interview.

## SALARY

**2-day position (Fridays & Saturdays)**

£7,848.96 – total hours 672 across academic year

269.5 hours term-time, 60.5 bank hours to include INSET plus 72.5 hours paid statutory holiday (calculated at 12.07%).

## ADDITIONAL INFORMATION

- School's Contributory Pension Scheme (after completion of three months' service) should you meet the lower earnings threshold
- Private Medical Scheme (contributory)
- Free school lunch, whilst on duty, during term-time
- Free on-site car parking
- Life Assurance
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

## PERSONAL DETAILS

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### ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

### EQUAL OPPORTUNITIES MONITORING FORM

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

### RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: [www.greshams.com](http://www.greshams.com).)

### DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

### INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- a UK Birth certificate
- passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS).

**Details of Online Profile:** Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

## **CONDITIONAL OFFER OF APPOINTMENT**

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place;
- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;



- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Online Safeguarding Training (details of the provider will be sent by HR)

## **S A F E G U A R D I N G**

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2023 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

## **W A R N I N G**

Where the below information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

## **Q U E R I E S**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).

# HOW TO APPLY MATRON

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If you would like to apply for the part-time role of Matron, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

## COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, **however** this must not be submitted in place of the application form
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

## GUIDANCE FOR THE COMPLETION OF THE SECTION 'STATEMENT OF QUALITIES/ATTRIBUTES'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

## REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview.

Please note: unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

## SUBMISSION OF APPLICATIONS

All application forms should be returned to, [applications@greshams.com](mailto:applications@greshams.com) or by post to:

Gresham's School  
HR Department  
Cromer Road  
Holt, Norfolk  
NR25 6EA

Please submit your application by **the closing date of 8<sup>th</sup> August 2024**. If your application is submitted after this time, we will not be able to accept it. Interview date to be confirmed.

Required for – September 2024

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

[www.greshams.com](http://www.greshams.com)

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