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| **Job Description** | | | | |
| **Post title:**  **Hours of Work:**  **Salary:**  **Responsible to:**  **Start Date:** | **Day Matron – Boarding House**  **Mon to Fri, Full Time, Permanent, 40 hours a week**  **Depending on Experience**  **Head of Boarding / Senior Leadership Team (SLT)**  **Sep 2025** | | | |
| **Job Role:** | The Day Matron plays a vital role in the pastoral care and wellbeing of boarders during the school day. This position ensures the smooth running of the boarding house by providing support to students, overseeing domestic operations, and maintaining a safe, clean, and welcoming environment. | | | |
| **Main Responsibilities:** | **Pastoral Care & Student Support**  **•** Be on call for boarders during the school day, offering emotional and practical support.  • Care for unwell boarders during the day, including administering basic first aid and liaising with the school nurse or parents as needed.  • Maintain a nurturing and supportive presence in the boarding house.  **Housekeeping & Maintenance**  **•** Ensure all housekeeping duties are completed to a high standard.  • Report maintenance issues promptly to the site team and escalate concerns to the SLT when necessary.  • Monitor cleanliness and tidiness of communal areas and student rooms.  **Laundry Management**  **•** Oversee and ensure the completion of boarders’ laundry twice a week.  • Maintain an organised system for laundry collection, washing, drying, and distribution.  **General Duties**  **•** Assist with the day-to-day running of the boarding house.  • Support boarding staff with administrative or logistical tasks as required.  • Uphold safeguarding and health & safety standards at all times. | | | |
| **Person Specification**  **Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | | **Essential** | **Desirable** | **Method of  assessment** |
| **Qualifications/ Experience:** | | A Levels  Childcare qualification  Driving Licence | Previous experience in a boarding school or similar environment.  Paediatric First Aid Certificate | Application Form  Interview  References |
| **Communication:** | | The ability to communicate effectively in a verbal and written form  Clear communication skills that demonstrate strong levels of English language skills | Experience in communications with parents across methods including online | Application Form  Interview  Observations |
| **Knowledge/Skills and Abilities** | | High levels of empathy with the ability to provide emotional support and pastoral care to boarding students and adapt and tailor approaches to individual pupils.  Ability to work calmly and patiently whilst under pressure, prioritise and make good decisions.    Good observation and organisational skills.  Excellent written and verbal communication skills with an ability to work on a range of sensitive issues.  Maintain confidentiality where necessary.  Ability to work as part of a team.  Proactive and ability to act on own initiative.  Good working knowledge of MS Office applications.  Able to act with professionalism and discretion.  A positive attitude and a commitment to supporting the educational and pastoral goals of the school. | Ability to contribute to the extra-curricular aspect of school life creative and presentation skills  Demonstrate an understanding of the needs of children aged 14-18  Understanding of safeguarding and child protection issues. | Application Form  Interview  References  Observations |