



OUNDLE

School

Relief Matron

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The purpose of the role is to provide a seamless service to the boarding house when the resident Matron is not present.

Working under the direction of the Housemaster/Mistress, to supervise and provide care for the pupils, with particular responsibilities for the physical, social and emotional well-being and presentation of the pupils in the House.

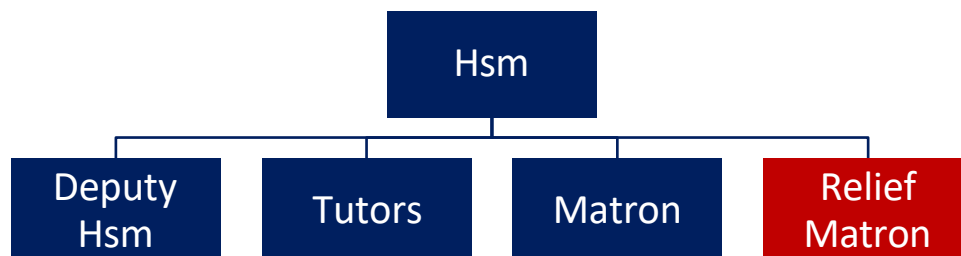
Duties include liaising with the Domestic Team Leader, to ensure cleanliness, tidiness, comfort, health and safety in the House.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



Role details

Working within the Boarding Houses team, the role holder will report to the Housemaster/Housemistress (Hsm).



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Pastoral and Medical Care

- Support the Hsm in the day to day running of the House.
- Take responsibility for the care and well being of pupils at all times.
- Conduct daily surgeries in the House, organising and accompanying pupils to medical appointments when needed.
- Provide appropriate care and supervision of unwell pupils within the House, either in their own beds or in sick bay.
- Provide pastoral care for pupils.
- Take responsibility for the acquisition, appropriate and secure storage, and the administering of prescription and non-prescription drugs to pupils.
- Provide a friendly, open environment for pupils to seek help.
- Act as first responder in the event of a medical emergency in the House, liaising with the School medical staff and external organisations i.e. hospitals and emergency services.
- Liaise with parents/guardians/staff/medical staff in respect of the wellbeing of the pupils.
- Responsible for the smart appearance of the pupils.
- Deal sensitively with information recognising confidentiality particularly in regard to the Children's Act.
- Ensure the medicine cabinet is secure at all times and has an adequate supply of appropriate medicines for the next shift.
- Responsible for maintaining accurate medical records of pupils, collection of prescriptions and attendance at medical appointments.
- Report absence of pupils via the School intranet.
- Follow Matron's Protocols as described on the Intranet
- Attend all meals, to identify any absences or eating disorder issues.
- Be available to the Hsm for updates/discussions/briefings on activities and events in the House and to attend Tutors' meetings, if required.
- Assist the Hsm with routine administrative tasks as required.
- Be aware of the requirements laid out in the National Minimum Boarding Standards.

Staff and Supervisory Role

- The relief Matron has a key role in working with Maintenance Operatives and the Domestic Team Leader, to achieve the required standards of cleanliness and maintenance in the House.

Ad Hoc Duties

- Attend mandatory training days/CPD courses as and when required.
- Attend any Matron/Relief Matron Forums
- Maintain and improve professional knowledge and competence.

Additional duties:

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

Please note that you will be required to use your own car for the requirements for the role. You are covered under the School's "occasional business use" policy for insurance purposes for occasional travel on School business within Oundle and to other locations e.g. hospitals for medical appointment. The School considers it good practice for Relief Matrons to ensure that they also have business cover with their own insurance policy as a back-up should they adopt a pattern of usage which is out of line with the standard expectations of the role and more than occasional for any reason. Travel expenses will be paid in accordance with the School policy.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
A valid First Aid qualification (current requirement being a First Aid at Work qualification, 3 day) or the willingness to obtain this ideally before the first day in the role or within a School determined time frame.	•		Application form Interview *Assessment if equivalent experience
GCSE in English (grades A – C) or equivalent qualifications or experience*	•		
A moderate level in Math (GCSE grades C – E) or equivalent qualifications or experience*	•		
Current valid driving licence.	•		
NVQ Level 2 Health and Social Care or similar		•	
Professional Practice in Boarding Schools Certificate		•	
Skills and Experience	Essential	Desirable	Method of assessment
Caring for children and young adults	•		Application Form
Good levels of literacy and numeracy	•		
Experience of using MS Office including knowledge of email systems	•		
Experience of a boarding school environment		•	References
Awareness of the Children’s Act		•	
Awareness of the Equality Act and Data Protection Act / GDPR		•	
Personal qualities	Essential	Desirable	Method of assessment
Ability to work the flexible working pattern required of the role	•		Application Form
Friendly, approachable attitude	•		
Calm under pressure	•		Interview
Observant	•		
Team player	•		References
Open to learning new skills		•	

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

Candidates should familiarise themselves with the School’s recruitment and associated policies on the School’s Employment Opportunities website.

Information for applicants

Start date	April 2025 or September 2025 depending on availability of successful candidate. To be discussed during interview process.
Hours of work	Generally, Relief Matrons are on duty for a 30 hour relief period starting at 7.30am. Hours of work vary depending on the needs of the House. The role consists of 16 active hours working in the boarding House with the remaining hours on standby. All meal breaks are non-working hours and unpaid.
Working weeks	This role is to work Term time, which is 33 weeks per annum (paid for 36.98 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	£7,040 (FTE £27,846 per annum), plus £739 per annum for the periods on standby. You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. There is a requirement to work any Bank Holiday when the School is in session, at present this is the first Bank Holiday in May. Holidays are not to be taken during Oundle School Term time.
Expectations	In general the Relief Matron is expected to be available to deal with both routine matters and emergencies as they arise. Relief Matrons are expected to attend meals and conduct surgeries that coincide with their working hours. During the remainder of the day, Relief Matrons are free to organize their workload and rest breaks accordingly; they are expected to stay within mobile phone range and be able to attend an "incident" ideally within 5 minutes (and within 20 minutes at the outside).
Other	We also offer: <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Discounted membership of the swimming pool and Sports Centre • Cycle to Work scheme • All meals during duty days <i>Some of the above are non-contractual</i>