



RADLEY

Matron (PHM)

Radley College, Abingdon, Oxon OX14 2HR

01235 543000 www.radley.org.uk/employment/working-at-radley

Culture and background

Radley College is an independent boarding school of 770 boys situated five miles south of Oxford. Founded in 1847, the vision was to offer a different education from that offered by most Victorian public schools. A strong emphasis was to be put on the aesthetic and the beauty of the estate and the buildings contribute significantly to the atmosphere. Selective, but not ruthlessly so, the College is proud of its academic achievements both in and beyond the classroom. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually.

We are proud to be a full boarding school. Every boy finds a home in one of our 11 Socials (boarding houses), where a committed pastoral team supports his development and ensures he always puts his best foot forward. In Social, boys join a band of brothers who will have their back through thick and thin. These relationships contribute to the deep sense of community spirit and camaraderie across the College. The hallmark of Radley remains its warmth, generosity and kindness. It is an extraordinarily busy and vibrant place: our boys are expected to be fully involved in a wide variety of activities outside the classroom.

The role of the Matron (Pastoral Housemistress/Master) is a key role in the pastoral care of all the boys in the Social on a day-to-day basis. The Matron will be part of a team which includes the Tutor (Housemaster) and the Residential Sub-Tutor. Together they provide the pastoral support for pupils within the house. This residential role is dedicated to the care, development and support of the boarding pupils. Flexibility, resilience and commitment to a residential boarding post are essential requirements



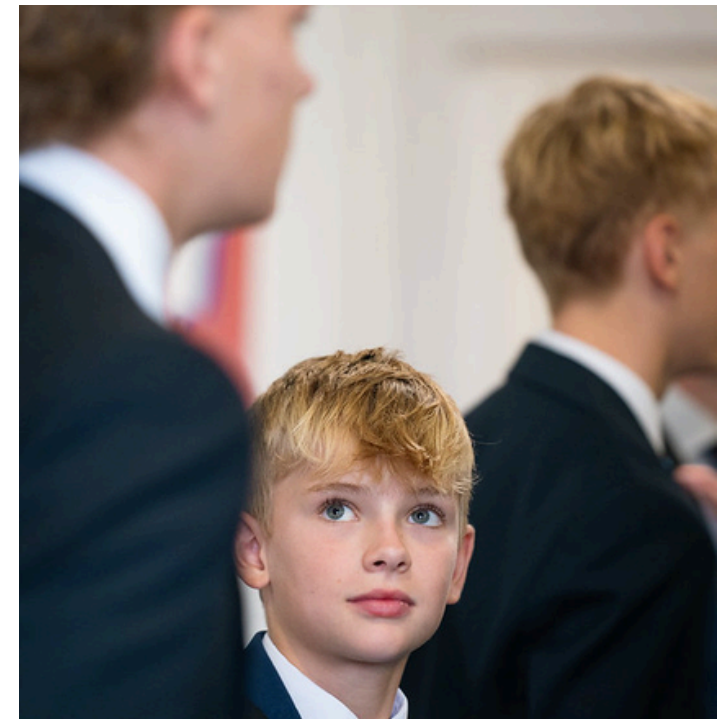
The Role

The Matron plays a significant role in ensuring the smooth running of the Social and establishing a safe, happy environment for the boys in their care.

Pupil welfare

- Provide a high level of pastoral care for individual boys through direct interest and personal support, and through interaction and communication with the Tutor and other relevant staff as necessary.
- Promote and safeguard the welfare of pupils, adhering to the school's safeguarding procedures and processes at all times. Reporting any concerns regarding actual or potential risks in line with the school's policies.
- Be responsible, in conjunction with the Tutor, for the boys' general welfare, health and presentation.
- You will be expected to help new boys to settle in and to look after all boys in the Social, both on a day-to-day basis and in helping them individually to cope with any crises in their lives. This will involve listening to their problems over a wide range of issues.
- A PHM is expected to help the Tutor to create a friendly and happy atmosphere in the Social and will also be a crucial point of contact with parents.
- Although the role is not primarily a disciplinary one, the PHM must uphold the authority of the Tutor, the school and the application of the school's policies and procedures.

You are required to own, insure and drive a car so as to be able to accompany boys to hospital or similar. The College provides additional 'occasional business use' motor insurance cover (details of which are available from the Bursary). Mileage will be reimbursed in accordance with HMRC's Fixed Car Profit scheme.



The Role



Unique to Radley, our 'Cocoa' evenings are a special time to get to know the boys and talk to them about a variety of subjects. Amongst the hustle and bustle of a busy boarding school, Cocoa is a time to wind down and reflect on the day. At 8.30pm the whole Social meets together for a bite to eat and something to drink. A strictly 'no-phone-zone', conversation is king and boys and staff can be heard discussing everything from politics to relativity television.

You will be expected to host Cocoa (9.00 pm-10.30 pm) on Friday night and support Saturday night's Cocoa.

The PHM is the glue that binds the Social together. PHMs ensure the boarding house is shipshape and provide holistic pastoral support to our boys. From day one, they ensure they are safe, happy and well-looked after, and are the first port of call when difficulties arise. There is no typical PHM. Each brings unique talents and experiences to the role, and their broad range of life experience helps them to build strong relationships with boys, staff and parents.

What could be better than living with your best mates for five years? I don't know what boarding is like at other schools, but it can't be more fun than this.

WILLIAM, 6.1

Health care

- Provide first-line medical care for pupils, administering medication in line with school policies, liaising with and/or referring to the school's health and medical staff when necessary.
- Take emergency cases to hospital where appropriate.
- Accompany pupils to routine medical appointments as necessary.
- Keep in-house medical files up-to-date and ensure that the computer log of 'off-games' is accurate.

Housekeeping

- Line management of the cleaning team rests with the Housekeeping Department. However, the PHM has day to day responsibility for monitoring the overall standards of cleaning and maintenance in the Social, working closely with the Housekeeping Management and Maintenance teams.
- To supervise the collection and redistribution of boys' laundry. Liaising with the Housekeeping Management Team, ensure sewing is collected and delivered to the central sewing team, ensuring that that boys' personal clothing and items throughout the Social (like curtains) are kept in good repair.
- To liaise with the Tutor in ensuring that satisfactory and safe standards are maintained in the Social, including reporting any necessary repair or maintenance work to the Social Caretaker or Maintenance team.
- Be in charge of securing boys' rooms at the end of term and at half terms.

General

- Contribute to building a collaborative, supportive and high performing team within the house.
- Work in partnership with the central housekeeping, maintenance, catering teams and Health Centre to ensure the boarding house runs smoothly.
- Be a representative of the Social to parents and the wider community.
- Support the Tutor with planned, termly fire drills and lockdown procedure drills, liaising with the Health & Safety Department to address any issues that may arise.

Working hours



- This is a term-time position with an additional two days worked at the start and end of each term. Holidays may not be taken during term-time.
- In a role such as this it is difficult to set specific working hours. Although the days are long, there are many opportunities for the Matron to take breaks. Key times to be around Social are early morning, short break (mid-morning), Central hour, late afternoon and evening (from after Chapel 7.30 pm). On those days that you are not responsible for Cocoa you should be off duty by 10.00 pm (except for emergencies).
- You are entitled to one free day and an additional free evening in each week, from 11.15 am on day 1 to 7 am on day 3. (These days may not be taken when boys leave or return at the end of term/leave away/exeats and on those weeks alternative days will need to be arranged.)

- You may also take an additional 6 hours per week, on an ad hoc basis, but not to be taken during games, or at either end of the time taken above.
- You will also be entitled to one Sunday in every three off (from after Chapel (10.00am) to 8.30 pm). Cover to be arranged with the other Matrons on a rota basis.
- You are required to be at Radley from two days before the start of term to a maximum of two days after the end of term, subject however to adjustment as agreed with your Social Tutor.
- In the event of you having to be away from the Social for any other reason, it is usual to agree with one of the other Matrons that they will cover your absence. In turn, you are expected to occasionally cover for other Matrons.

Generally, these conditions should apply but some flexibility will be required for crises (for example epidemics).

Accommodation

This post is a residential one and during term time you are required to reside in the accommodation provided by the College. The accommodation is available all year round, rent-free. Utilities are paid for by the College although this does attract a small benefit in kind. All meals are available for boarding staff in school during term time.

It should be noted that the College uses the Socials for hosting external lets during the holidays.



Skills and attributes

- Ability to develop and maintain within the Social a culture of mutual respect with teenage boys;
- High level of discretion;
- Patient, unflappable, flexible and adaptable;
- Ability to foster excellent working relationship with colleagues;
- Emotionally resilient;
- Physical stamina - this role requires the post holder to be 'on the go' for long periods of time;
- A caring disposition and an empathy with, and understanding of, young people;
- Highly organised;
- A sense of joy and fun;
- Adaptability, resilience, energy and perseverance.

What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.



Qualifications, education and training

- First aid certificate *
- Food hygiene certificate *
- COSHH training *
- Opus certificate of administering medication in schools*
- Allergy and anaphylaxis training*
- Auto-injecto (Epi-pen) training *

* training will be provided by Radley College

Knowledge and experience

- General administration experience.
- Working as part of a team.
- Working unsupervised and on own initiative.

Benefits

- The College provides a generous College pension scheme.
- Private health care.
- Wellbeing – reduced price membership of the College’s sports centre and other sporting facilities, including a nine-hole golf course.
- An Employee Assistance Programme
- Death in service benefit (if member of the pension scheme).
- Electric car benefit scheme.
- College Sickness scheme.

How to Apply

Applications should be submitted via the link on the College's website. The deadline for applications is 12 noon Friday 5 June but we reserve the right to consider applications as they arrive. Interviews are scheduled to take place week commencing 8 June. We can be flexible with regard to start date - ideally we would like someone to spend time at the school before the end of this academic year, with a view to starting in September 2026. For the ideal candidate we will consider a January 2027 start.

Selection Process

If shortlisted, you will be invited for a first stage interview via Teams. The second stage will be held at Radley College where you will have the opportunity to have a tour of the school, meet some pupils, other PHMs and have an interview with the Tutor, HR Director and Undermaster. Your interview will include a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview. In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

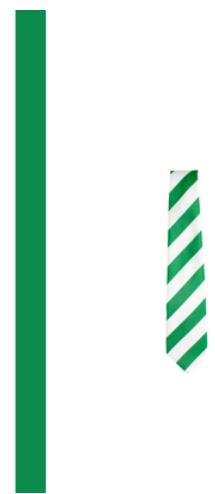
A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

K Social

K Social is a supportive and engaging boarding house where boys of all talents and interests can flourish.

A strong emphasis is placed on mutual respect and kindness, developing good relationships and ensuring boys are able to realise their potential by making the most of the huge opportunities available at Radley.

K Social is a true home-from-home, where boys are happy, respected and valued.



Boarding staff know the pupils well and act effectively as a team to support them. Staff implement a clear induction process, organise peer mentoring and run regular activities such as 'daily cocoa', a social gathering before bedtime, to foster a sense of belonging.

