



FELSTED SCHOOL JOB DESCRIPTION

Summer School Matron

The Role

Accountable to: Pastoral Manager

Non- residential

To become an integral member of the pastoral team, supporting the Pastoral Manager in the pastoral, welfare and safeguarding of pupils, in order to provide a stable, non-judgmental environment for students, to encourage a feeling of trust.

Child Protection issues are of paramount importance, as is confidentiality. Understanding when information needs to be shared and when a pupil needs more specialist support around sensitive issues is essential. A Matron's role is pastoral, not disciplinary.

Role Responsibilities (illustrative, not exhaustive, list)

Duties Reporting to the Pastoral Manager

- Responsible to the Pastoral Manager for attending to the welfare of the pupils, along with the House parent, in the boarding houses.
- Supervise students in their respective houses to ensure adherence to house rules and school policies and to confirm they have all necessary provisions.
- Liaise with the Medical Centre to accompany students who are not well to and from the Medical Centre and to look after students who need to stay in the house.
- Liaise with Domestic Services to ensure that necessary deadlines are met.
- Checking that all laundry tables are kept tidy at all times and that bedrooms are tidy
- Keeping a list of items to order for the houses to ensure there are always adequate supplies for the pupils within a controlled budget.
- Be available to work evenings and weekends, as required

Any other reasonable ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Be personable and approachable, together with a cheerful disposition
- Be discreet and adhere to confidentiality and Safeguarding rules and procedures
- Good level of education (GCSE Maths and English)
- The ability to remain calm under pressure
- Previous experience within a pastoral capacity, managing and supervising a team.
- Computer literate (Microsoft Office Suite and Google Suite)
- Positive 'can-do' attitude towards customer service and working with young people

- Well organised and able to delegate
- Enthusiastic, a sense of vocation and authoritative
- Ability to build effective and appropriate relationships with pupils, parents and staff
- Full UK driving licence
- Excellent interpersonal and communication skills
- Willingness to attend meetings and necessary training (i.e. First Aid, Fire Marshall, etc.)
- Ability to work as a team player

Desirable:

- Hold a relevant qualification
- Previous experience of working in an educational environment
- Previous similar experience within a Matron/pastoral role, although applicants who can demonstrate a full understanding of the commitment and qualities required for such a post will be considered.

Schedule of work

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 2-week and 4-week positions

Terms of Employment

- Salary: £500 per week
- A minimum of £50 per day for induction, 8 to 11 July
- Use of sports facilities, including an on-site gym
- Working 30 hours per week

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note that it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____