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 a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

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.

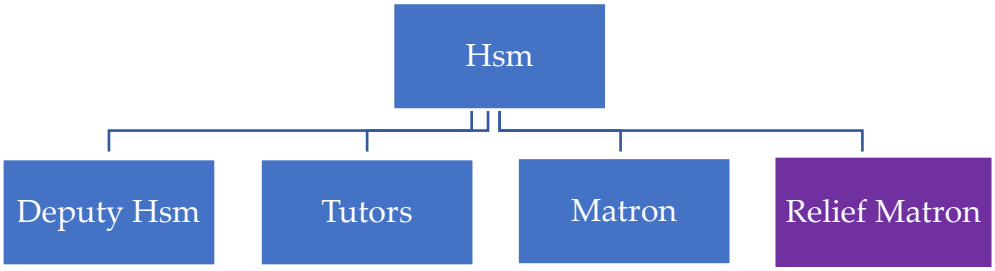
## About the role

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.

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



## Role specification

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.

### Additional Duties

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

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*

## Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

## Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

| Qualifications | Essential | Desirable |
|---|---|---|
| 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. | ● | |
| 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 | | ● |

| Competencies, Skills & Experience | Essential | Desirable |
|---|---|---|
| Caring for children and young adults | ● | |
| Good levels of literacy and numeracy | ● | |
| Experience of using MS Office including knowledge of email systems | ● | |
| Experience of a boarding school environment | | ● |
| Awareness of the Children's Act | | ● |
| Awareness of the Equality Act and Data Protection Act / GDPR | | ● |

| Personal qualities | Essential | Desirable |
|---|---|---|
| Ability to work the flexible working pattern required of the role | ● | |
| Friendly, approachable attitude | ● | |
| Calm under pressure | ● | |
| Observant | ● | |
| Team Player | ● | |
| Open to learning new skills | | ● |

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

## Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system. All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 2 February 2027 (Subject to notice period, and pre-employment checks).
- **Contract:** Permanent.
- **Working weeks:** This role is to work Term time only 33 weeks, and (paid for 37.63 weeks, to include entitlement to holiday pay).
- **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.
- **Salary:** £7,664 actual (£29,791 FTE). Plus **£739** per annum for the periods on standby. You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.
- **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).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

**Closing date for applications is Sunday 22nd November 2026, 5pm.**
**First stage interviews will be held week commencing 23rd November 2026**
**Second stage interviews will take place week commencing 30th November 2026**

If you have any questions about the role, please contact:

**Human Resources**
**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**
**Email: opportunities@oundleschool.org.uk / Tel: 01832 277193**