



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

House Matron (Boys Boarding)

Required from September 2026



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

House Matron (Boys Boarding)

Required from September 2026

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The person appointed will take charge of domestic matters within the boarding unit that houses approximately 20 (with a maximum of 30) young men aged 11-18 years. There are resident House Parents, who live with their family in the adjoining property. A resident House Tutor and other staff, who take their turn to be on duty in the evening to support them.

The house itself is a listed building and although much money has been expended in its upkeep over the last ten years, it still requires good domestic discipline to ensure that it is kept tidy. The House Matron will have two part-time cleaners working for them and will be responsible to the Domestic Services Manager for the management of their time.

Main Duties

The principle duties and responsibilities of the role are as follows:

House Management Duties:

- To take charge of the domestic discipline within the house
- Supervision of cleaning
- Washing and drying of pupils' clothes
- Ironing and minor repairs to pupils' clothes
- Liaise with the Maintenance team on minor maintenance repairs
- If required, to ensure that at the end of each term the house is ready for external letting
- Ensuring the day-to-day provision of food and snacks in the House
- Liaise with the Catering department in terms of numbers for meals and special orders
- To oversee and ensure that the House is closed down at the end of each term and prepared for the boys' return prior to the start of each term

Pastoral responsibilities:

- Report to the House Parents on pastoral care issues
- Be a listening ear to boarders and supports their wellbeing and mental health
- To arrange transport as needed for boarders such as taxis
- To assist with House Parents with record keeping using Engage
- To liaise with parents and guardians as necessary and in support of the House Parent
- To oversee attendance records on Engage
- To assist the House Parent with UKVI information and arrangements

Health Care Duties:

- Liaise with the Nursing Manager on health matters of the pupils
- To administer medicines to the boarders and keep appropriate records
- To undertake training in relation to the above
- To arrange pupil consultations with medical professionals and to accompanying pupils to any medical appointments including emergency treatment where necessary
- Assist the House Parents in creating a friendly and happy atmosphere in the house.
- Assist in the monitoring of pupil behaviour with the house and alert the House Parents regarding areas of concern.

General Duties:

- To have an understanding of Child Protection procedures within the School, and the National Minimum Standards for Boarding Schools. The House Matron will be required to attend training sessions on such topics in order to maintain up to date knowledge.
- Work closely with the Matron at White House to provide mutual support and conversations on items of shared interest.
- Attend training and professional development courses as appropriate.
- To undertake any reasonable request from the House Parents and/or Domestic Services Manager.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Hold a UK driving licence and have use of their own car 	<ul style="list-style-type: none"> • Professional Practice Certificate within Boarding Standards/Childcare or equivalent • Nursing experience or experience providing residential care. • First aid qualification
Skills and Experience	<ul style="list-style-type: none"> • People management experience • Good administration skills • Good communicator • A good listener 	<ul style="list-style-type: none"> • Familiar with Microsoft Office • Previous experience of boarding schools
Personal Qualities	<ul style="list-style-type: none"> • Evident warmth and empathy • Genuine interest in the welfare of adolescents • Positive upbeat attitude • Hands on approach • Sense of humour • Unflappable and observant • Friendly and approachable • Capable to making decisions • Showing initiative and efficiency • High level of discretion • Enthusiastic • Good mannered 	

Terms and Conditions

Reporting to: Domestic Services Manager

Accountable to: Chief Operating Officer

Hours of Work: 42.5 hours per week, Monday to Friday 07:45 – 16:45, with 30-minute unpaid lunch break per day, for 38.4 weeks per year.

Note: the School lets the boarding facilities from time to time during the holidays. The House Matron may wish to work during these periods for extra remuneration.

Remuneration: Actual Pay £25,218 including holiday pay (FTE £26,423)

Probationary Period: Up to 5 months

Pension: The School offers a contributory pension scheme

- Lunches:** All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
- Additional benefits:** Details of the further benefits on offer can be found on the Kimbolton School [MyNewTerm profile page](#).
- Referees:** The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **1st June 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place week commencing **8th June 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18

to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies