



Job Title	Matron (Prep Years)
Responsible to	Deputy Head (Pastoral)

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Role Overview

The primary purpose of this position is to work with the team of house staff and nursing staff to ensure the smooth running of the Prep Boarding House ensuring that the highest standards of pastoral care are in place.

Responsibilities and Duties

This role will include the following duties:

- Monday 5pm - overnight to Tuesday 9am. (*Overnight accommodation provided*)
- Saturday 10.30am - 8pm.
- To provide first aid to all Prep pupils during the day and overnight cover when required
- Administer over the counter medication as instructed
- Administer prescription medication as per the prescribed guidelines
- Assisting the nursing staff with the care of pupils with chronic medical conditions, for example, diabetes (for which specialist training is provided)
- Transporting pupils to medical appointments and updating parents on the outcome
- To record all treatments and the giving of over the counter and prescribed medications
- Inform and liaise with parents if a child is unwell
- To provide a detailed handover to the next member of staff on duty
- To help provide a calm, happy, relaxed environment within the boarding house
- To be aware of what is happening in the boarding house and liaising with the Houseparents and staff on duty if concerned about a pupil
- Read weekly boarding meeting minutes and discuss pupils of concern with the team or email the DSL so a matter can be raised in the following meeting
- Be approachable, caring and sympathetic
- To assist with ensuring the boarding house is kept tidy at all times
- Provide evening activities for boarders
- To ensure the boarders' laundry room is kept tidy and organised, with laundry put away promptly
- To provide the boarders with clean linen on a daily basis

- Do general running repairs on boarder's uniform
- Liaise with the boarder and their parents if replacement uniform is required for a pupil
- Demonstrate flexibility at all times and react positively to a change in routine
- Monitor and oversee the pupil's receiving drinks and snacks at morning break and muck in the courtyard
- Supervise and assist the year 3 and 4 boarders with their reading/spelling during the prep session in a common room
- Provide cover for the school office from 5.00pm and assist with day pupils leaving on school transport

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyal to the school and its ethos
- Qualified in Paediatric and general First Aid
- Confident working unsupervised
- Good personal interactive skills with young people, their parents and staff
- Good listener, flexible outlook, warm and friendly disposition
- Well organised, practical and calming influence
- A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner
- Experience of working with young people, ideally 5 to 13 years of age
- Competent IT skills
- Driving licence

Desirable

- Experience of providing care in a school, hospital or care home
- Ability to undertake basic sewing repairs to children's clothing

Additional Information

- This is a term time only role worked on a rota over 7 days per week. When required, there is a requirement to undertake overnight supervision duties in the boarding house
- Holiday entitlement – the annual salary will include a payment equivalent to 5.6 weeks in respect of annual leave.
- Benefits include a free school meal, free membership of the Clayesmore Sports Centre, death in service benefits and a pension scheme.
- Membership of the Clayesmore Society and associated member benefits.

Date prepared: September 2026

Prepared by: Deputy Head Pastoral / Head of Health & Wellbeing Centre

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service

