



## **JOB DESCRIPTION**

**POST: WEEKEND DAY MATRON (Sat 9am – 4pm)**

**START DATE: 1<sup>st</sup> September 2025**

**RESPONSIBLE TO: Head of Boarding/SLT**

**STATUS: Permanent / Part Time Term time plus 3 half terms (37 Weeks)**

**HOURS OF WORK: 7 hours per week**

**RATE OF PAY: £13.68 per hour (incl of holiday pay)**

The duties of the Boarding Day Matron include (but are not limited to):-

- To provide care and support for the boarders in the boarding house.
- Giving help and advice to students where appropriate while respecting confidentiality.
- Administering basic first aid within the house and liaising with the Medical Officer.
- Being aware and implementing the house security policies e.g. for visitors.
- Understanding the fire system and procedures and dealing with emergencies appropriately.
- Recording events in house duty/medical/accident books.
- Arranging and distributing pocket money.
- Ensuring students sign up for weekend activities.
- Ensuring maintenance is reported and logged.
- Checking dormitories/communal areas for tidiness and that house cleaning rotas are being followed
- To assist with doing laundry.
- Monitoring students on private study in the house and maintaining a quiet atmosphere.
- Collating and authorising off site requests as per boarding house procedures
- Collating and recording half term and end of term information
- Assist with boarding trips and to accompany boarding pupils on school off site visits.
- Assisting with internal activities for those not involved in weekend trips.
- Oversee meals in the dining room.
- Assisting the Boarding Team with end of term clear up days and beginning of term preparation days.

***This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary.***

The 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, including checks with past employers and the police. The School expects all staff and volunteers to share this commitment.

**CLOSING DATE FOR APPLICATIONS: 11<sup>th</sup> August 2025**

Please visit [www.adcoteschool.co.uk](http://www.adcoteschool.co.uk) for an application form

***The School reserves the right to appoint at any stage of the recruitment process.***