

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

Day Matron (Live out)

(Rigg's Hall)

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with firsthand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall completing in December 2023. There are also plans to refurbish School House in Summer 2024.

DAY MATRON (Live out)

6 days per week, term-time plus 3 additional weeks in the holidays.

Shift Hours – 07:30 – 11:30, 12:30 – 17:30, 6 days a week.

We have an exciting opportunity to appoint a full-time day Matron, working in an established and effective House team. The successful candidate will assist the Housemaster with the pastoral care and wellbeing of all pupils in the House and promote the collective experience of living in a school community. 2/3rds of the pupils in the house are boarders meaning they live and sleep at school.

The successful candidate will have:

- Excellent communication and organisational skills
- Proven ability to form professional relationships with teenagers
- A sympathetic and understanding approach with a good sense of humour
- Previous supervisory skills
- Good all-round IT skills

The Matron's main responsibility is to support the Housemaster by ensuring the safety, welfare and happiness of the pupils, and the smooth running of the domestic and laundry arrangements of the house. The Matron requires understanding and sympathy with the pupils, balancing friendly disposition with the need to maintain discipline.

In addition to a very interesting and rewarding role, we offer a competitive salary up to £26,892 per annum, generous pension contributions, private medical insurance, life insurance, school lunch, free car parking, free use of school facilities when not in use by pupils (library, swimming pool, gym, tennis courts, squash courts) and access to a cycle to work scheme.

A recruitment pack which includes a job description and application form can be obtained from <https://www.shrewsbury.org.uk/page/job-vacancies>, alternatively please email recruitment@shrewsbury.org.uk.

Closing Date: 12pm, Thursday 5 December 2024.

Interviews will be held at the School on Tuesday 10 or Wednesday 11 December 2024.

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

MAIN PURPOSE OF ROLE

The Matron's main responsibility is to support the Housemaster by ensuring the safety, welfare and happiness of the pupils, and the smooth running of the domestic and laundry arrangements of the house. The Matron requires understanding and sympathy with the pupils, balancing friendly disposition with the need to maintain discipline. Matron should know the pupils well and take an interest in them and what they do.

The Matron also provides an invaluable channel of communication between the pupils and the Housemaster.

LEVEL OF POSITION

The post holder will report directly to the Housemaster, who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety. Matron is an important part of a wider house team of staff made up of teaching staff (approx. 10), relief matron, house secretary and housekeeping personnel.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

CARE OF THE PUPILS:

The top priority must be the safety, welfare and happiness of the pupils. Matron should contribute to the provision of proactive pastoral care and supervisory support of the pupils, to include:

- Assisting with pupils' personal problems through periods of uncertainty and difficulty.
- Being approachable and developing professional and supportive relationship with pupils on an individual basis.

- Supervising pupils and being the adult responsible in the House at periods throughout the day.
- Liaising regularly with the Housemaster, and other staff where appropriate, regarding concerns about a pupil's wellbeing.
- Assist the Housemaster in creating a friendly and happy atmosphere and in helping new pupils settle in the House
- Fostering high standards amongst pupils in personal hygiene and pride in their personal appearance and encourage good manners and courtesy, including respect for school property and the personal property of others.
- Assisting the Housemaster to ensure the pupils are correctly dressed when leaving the House either in correct school dress or correct games kit.
- Being aware of pupils' behaviour, reporting both positive and negative behaviours to the Housemaster and proactively dealing with poor behaviour in the moment.
- Assist the Housemaster to organise House events and attend House events when possible e.g. House sport, drama or music
- Take responsibility for morning and afternoon registration in accordance with the School's Attendance and Registration Policy; recording and verifying absences for day pupils.
- To keep a roll of all pupils attending lunch and informing the Housemaster of any absences
- Assist the Housemaster in accounting for pupils through familiarity with, and checking of, the House signing in and out procedures via Reach.
- To be responsible, with the Housemaster, for making sure that all boarders are up in the morning, make their beds and open the curtains and windows.
- To be the first point of contact for parents and the school Health Centre over matters relating to medical information of pupils. This will include taking pupils to medical appointments on occasions and A and E in emergencies.
- To be the primary point of contact for any pupil in the House who may be feeling unwell or who needs medical/dental treatment whilst on shift.
- Assess and deal with minor illness and injuries and administer medication where appropriate, recording it on the School's management information system.
- Liaise with the Housemaster / Assistant Housemaster and the Health Centre, as appropriate.
- Administer medication, including controlled medication, to the relevant pupils in the House under the supervision of Health Centre/ School Dr.
- Liaise with the Laundry to ensure the efficient despatch and return of all laundry. Sort and record personal laundry and dry cleaning (for collection by

school launderer) and re-issue on return. Undertake some laundering of small items of clothing and repairs to pupils' clothing.

- Work with pupils, laundry and Housekeeping to manage lost property.

CARE OF THE HOUSE:

- Support the Housekeeping/ General Services department and the HR Office in managing the house keeping staff, maintaining a high standard of cleanliness and hygiene throughout the House.
- Undertake regular inspection of all rooms (studies/ dorms and communal) and encourage pupils to be tidy and hygienic
- Take responsibility for controlling bedding and linen needs, supervising laundry despatch and receipt
- Liaise with the Estates Department to ensure the House is maintained to a high standard, reporting defects or maintenance requirements, keeping the Housemaster informed and taking follow-up action as required.
- Work with the Housemaster to update House noticeboards on a regular basis, ensuring documents are up to date and displayed in an organised and logical position.
- Prepare the House at the end of all terms ready for any holiday courses/lets.
- Prepare the House at the beginning of holidays ready for the term ahead. This will sometimes involve working around the requirements of pre-season groups who are based in the House.
- Order and maintain the food supplies for the House (e.g. milk, butter) and ensure bread supplies are at the correct level.

GENERAL:

- be a member of the House team and take an active part in the wider operation of the School, by supporting a range of mainstream School activities
- Under the direction of the Housemaster, undertake other appropriate parent liaison.
- ensure effective processes are in place to maintain continuity of care and housekeeping standards on shift handover to the relief matron
- Operate in accordance with School's policies and procedures as published to staff, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.
- Attend specific training on pastoral, first aid/ medical, health and safety, fire and other relevant subjects, as directed by the school.

- Have a full understanding and keep up to date with boarding regulations and requirements, in particular the DfE's National Minimum Standards for Boarding Schools.
- Take responsibility for personal professional development and growth within the role.
- Undertake any other reasonable task as directed by the Housemaster and adopt a flexible approach to the role of Matron.
- In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

SUITABILITY TO WORK WITH CHILDREN:

- Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Qualifications:

	Essential	Desirable
• BSA Certificate in Professional Practice for Matrons, or a qualification in care would be an advantage		✓
• Certificate in Safe Handling of Medications		✓
• First Aid Certificate		✓
• Full driving licence	✓	

Work Experience:

• Experience of working as a House Matron or in a similar role in an educational setting would be an advantage		✓
• Ability to make appropriate and enabling relationships with teenagers	✓	
• Awareness of physical and emotional needs of young people	✓	
• Nursing experience		✓
• Excellent communication skills to liaise with a wide range of people including young people and parents	✓	
• General office administration, ability to maintain records	✓	
• Excellent IT knowledge (Microsoft packages)	✓	

Essential Desirable

Specialist Knowledge:

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|--|---|---|
| • Awareness of the Health and Safety at Work Act | | ✓ |
| • An excellent understanding of the Child Protection Act and how it applies in a Boarding School setting | ✓ | |
| • Experience of dispensing medication | ✓ | |

Personal attributes:

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| • Practical evidence of taking own initiative being patient, unflappable, flexible, and adaptable at all times | | ✓ |
| • Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and on own initiative | ✓ | |
| • Works well on own initiative and in within a team | ✓ | |
| • Able to find pragmatic solutions, seek improvements, and able to adapt to changing situations. | ✓ | |
| • Positive 'can-do' attitude with personal motivation and a high degree of initiative | ✓ | |
| • Be discrete and able to maintain confidentiality | ✓ | |
| • Must be able to work calmly under pressure and be willing to be involved in aspects of school life | ✓ | |

Other / Special Working Conditions:

- | | | |
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| • Must have a full driving licence and own vehicle, as there will be times when Matron will need to take pupils to the hospital/dental appointments | | ✓ |
| • Must have a flexible and adaptable approach to meet the needs of the school where necessary | ✓ | |

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

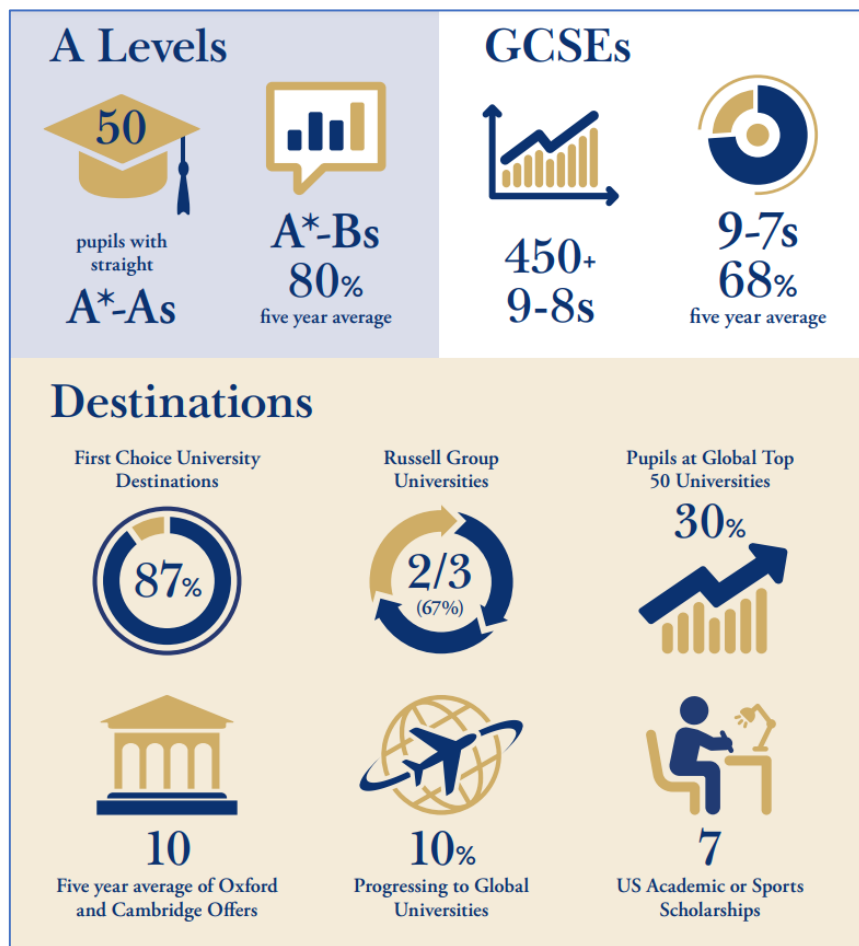
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.

Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



Ridgemount

International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

Closing date for applications is 12 noon, Thursday 5 December 2024.

Interviews will be held at the School on Tuesday 10 or Wednesday 11 December 2024.

Start date: April 2025, with the opportunity of shadowing shifts prior to start date.

Offers will be given verbally and in writing as soon as possible following the interview.

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

Queries regarding applications should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 20.



Benefits and Contractual Terms

Contractual staff benefits

Salary

The annualised salary for this position is up to £26,892 per annum.

Hours

The normal working hours are 07:30 to 11:30, 12:30 to 17:30, 6 days a week, working term time plus 3 additional weeks in the school holidays.

Sick pay

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, after the qualifying period you will receive 6 weeks at full pay and 6 weeks at half pay, and thereafter Statutory Sick Pay.

Holiday pay

Apart from the contractual weeks requiring the postholder to work during some school holidays, as detailed above, you will not be required to work during the remaining school holiday dates. The successful candidate will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised salary.

Pension

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

Life Insurance

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

Private Medical Insurance

The School has a fully funded (subject to the prevailing tax rules on Benefits in Kind) corporate membership of a medical insurance scheme, and the successful candidate will be entitled to join the scheme.

Non-contractual Staff Benefits

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Discount Gym membership

There is a discounted gym membership that staff can access at a local club.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Counselling

Staff can access free counselling sessions through the School Counsellors.

Recruitment Guidance Notes:

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: CVs are not accepted.

Your letter and form should be sent as a pdf to: recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Medical Fitness

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✦ Current passport or biometric residence permit
- ✦ Current driving licence
- ✦ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on- procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

Disclosure & Barring Service (DBS) Disclosure:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



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www.shrewsbury.org.uk

Registered charity number: 528413