

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

Relief Matron

(Mary Sidney Hall)

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand 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.

RELIEF MATRON (Mary Sidney Hall)

Required from September 2024.

9 hours per week, term-time only.

We have an exciting opportunity at Shrewsbury School to work within one of our girls Boarding Houses as Relief Matron, providing cover on the Matron's non-working day.

The successful applicant will have excellent communication and pastoral skills, high levels of organisational skills and a proven ability to form professional relationships with teenagers. The Relief Matron will work closely with the Housemistress, permanent Matron and pupils. This role involves the need to have an understanding and sympathetic approach, balancing a friendly disposition with the need to maintain discipline.

This position is required during term time only, working a Thursday evening (9pm to 10.30pm) and Friday morning and afternoon (7.15am to 9.30am and 12.30pm to 5.45pm).

A full induction programme is provided along with training and development opportunities. In addition, we offer a competitive salary and generous benefits which include enhanced pension, life insurance, use of the school sports and library facilities and access to a cycle to work scheme.

For a recruitment pack, job description and application form, please visit www.shrewsbury.org.uk/page/job-vacancies alternatively, email recruitment@shrewsbury.org.uk or call the HR department on 01743 280834.

Closing date for completed application forms is **12pm, Thursday 18 July 2024.**

Please submit your application at the earliest opportunity, we reserve the right to appoint before the closing date.

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. Candidates will undergo thorough child protection screening including checks with the Disclosure & Barring Service.

Job Description

MAIN PURPOSE OF ROLE

The Relief Matron assists the Housemistress in caring for the pupils in the House in the absence of the permanent Matron; Matron should know the pupils well and take an interest in them and what they do.

The main responsibilities of Relief Matron is to support the Housemistress by ensuring the welfare and wellbeing of all pupils and the smooth running of the laundry and general housekeeping arrangements of the house. The Relief Matron requires understanding and sympathy with the pupils, balancing friendly disposition with the need to maintain discipline.

The Relief Matron provides an invaluable channel of communication between the pupils and the permanent Matron and the Housemistress

LEVEL OF POSITION

The Post holder will report directly to the Housemistress, who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

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:

Main Responsibilities:

Medical

The Relief Matron is responsible for ensuring that the pupils get appropriate medical treatment following illness or injury, and for the parents' to be informed accordingly. The Relief Matron must also liaise with the Housemistress regarding any medical treatment. The Relief Matron will be involved in the following medical areas:

- To be aware of the pupil's individual health problems.
- To collate medical records of new pupils and, where appropriate, discuss any medical details with the Housemistress. (To ensure that the medical book is signed on a weekly basis).

- Keeping up to date records of the medical history of all pupils in the House.
- Collecting, store and dispense pupils prescribed medication as appropriate.
- Recording all treatments administered to the pupils.
- Liaison with Health Centre staff and School Doctors over referral of pupils and their subsequent treatment.
- To give first-aid treatment as appropriate.
- To keep the Housemistress informed of the health of individual pupils as appropriate.
- To accompany pupils on hospital and dental visits.
- To keep the Housemistress informed, and in conjunction with the Housemistress, inform parents regularly informed of any health issues affecting their daughter.

Domestic duties

The Relief Matron will be responsible for the domestic duties within the house ensuring that pupils have clean clothes, which are repaired and replaced when necessary and will be responsible for the following:

Laundry

- To be joint responsible for the house laundry and be present in the house during collection and return.
- To tackle daily laundry in the house e.g. socks and underwear; organising the collection and distribution of all clothing that goes to the School Laundry.
- To liaise with the School Laundry to ensure quality/happy service.
- To ensure that all pupils clothing is name taped properly.
- Hygiene, cleanliness, and general duties.
- To oversee the general tidiness of the House and the pupils.
- To oversee regular change of clothing and bed linen.
- To actively check that pupil's clothes and bed linen are in a reasonable state of repair, and that all pupils are changing bed linen weekly.
- To keep a record of any individual items bought on the pupil's behalf.
- To pro-actively check that pupils are using the sports wash – i.e. clean out sports lockers on a weekly basis.

- To be responsible, with the Housemistress, for making sure that all pupils rise at the proper time, they make their beds and open the curtains and windows in the morning and attend meals.
- To keep a roll of all pupils attending lunch and informing the Housemistress of any absences. Record the lunchtime register on the school Intranet system accordingly.
- To check changing rooms and liaise with Lost Property representative.
- To supervise packing and tidying at the end of term in conjunction with the Housemistress.

Pastoral:

The Matron is responsible, together with the Housemistress and permanent Matron for helping pupils settle into Boarding House life by providing a sympathetic ear and providing pastoral support. The Matron will:

- Provide a listening ear and friendship to the pupils in the House; the quality of this relationship is important when dealing with the tricky personal and social issues that can arise.
- Be involved in all aspects of pupil life.

General Responsibilities:

- In liaison with the Housemistress, you will be required to communicate with parents on a regular basis.
- To ensure that any maintenance requirements are reported to the Estates Department to maintain a safe environment.

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.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

Person Specification

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

Essential Desirable

Qualifications:

- | | | |
|--|---|---|
| • 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

Personal attributes:

- 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:

- Must have a full driving licence and own vehicle, as there will be times when Relief 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 boarding 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.

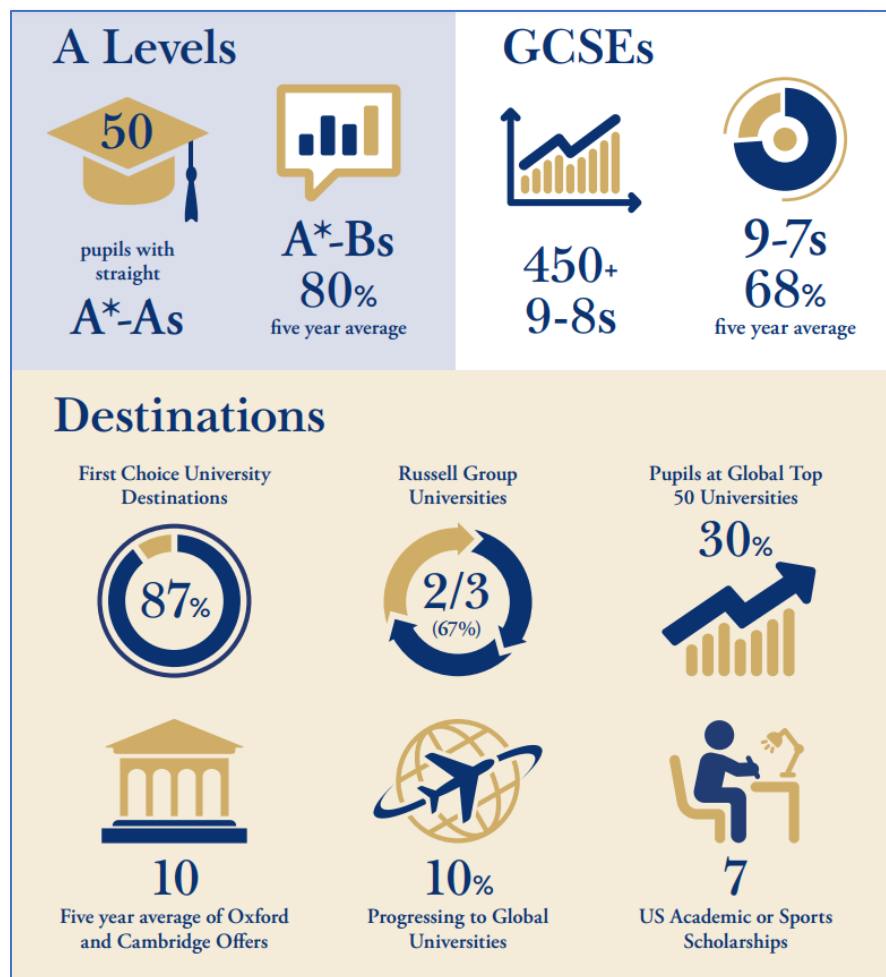
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



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.

The Relief Matron role is based in Mary Sidney Hall.

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.



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.

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 both 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 12pm, Wednesday 3 July 2024.**
- **Interviews will take place at the School on Tuesday 9 July 2024.**

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 pay will be £3,966.03.

Hours

This is a part-time, permanent position working 9 hours per week during term time only, based on the following shift pattern:

- Thursday evening (9pm to 10.30pm)
- Friday morning (7.15am to 9:30am)
- Friday afternoon (12.30pm to 5.45pm)

Sick pay

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

Holiday pay

The postholder will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998. Therefore, holiday pay is paid as part of the overall annualised pay calculation.

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.

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-boarding 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

The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

