

**HOLMEWOOD HOUSE SCHOOL**

# **JOB DESCRIPTION**

## **RESIDENT MATRON/BOARDING HOUSEPARENT**

**Live-in during term time – board and lodging included.**

**Annual salary: dependent on experience**

**Approximate hours on duty:**

* **Wednesday 3.30pm – Thursday 9.00am**
* **Thursday 4.30pm – Friday 9.00am**
* **Friday 4.30pm – Sunday 7.00pm**

**Overnight “on call” for the girls**

**Exact hours to be confirmed**

The job description may include all such other duties as the Headmaster may reasonably expect from time to time.

**Relationships**

* The post-holder reports to the Head of Boarding for boarding matters, to the Deputy Head for afternoon/evening duties and to the Headmaster for overall strategy.
* The post-holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of residential care and the teaching and learning at Holmewood House School.

**Purposes of the Post**

To support the Head of Boarding in managing the operational aspects of Holmewood House Boarding, undertaking all the responsibilities as Matron, caring for the health and welfare of the boarders.

To actively promote boarding within the school community and beyond to ensure that the Boarding expansion runs to plan and expectations.

To devise a programme of weekday and weekend activities throughout the year which encourage pupils to board.

To provide exceptional pastoral care and support to all the students.

**Essential personal qualities and skills**

The Matron will set the very highest standards of care for the pupils within the boarding house.