

# Matron

April 2026



# Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



# The role

Haileybury is one of the foremost boarding and day schools in the UK. We welcome boarders from the UK and overseas in our 12 senior and 1 junior Houses, which include day pupils.

The role of Matron at Haileybury is of significant importance, having responsibility for the health and welfare of the pupils and for the smooth running of the House. Matrons play a key role in assisting the Housemaster or Housemistress (HM) in creating a positive atmosphere throughout the House, which lends itself to wellbeing, good order and academic success.

Together with the HM, Deputy HM (DHM), Resident Tutor (RT) and tutors, the Matron plays a significant role in ensuring the smooth running of the boarding House and establishing a safe happy environment for the pupils in their care. Matrons should know the pupils well, and take an interest in them and what they do, balancing friendly disposition with the need to maintain discipline. Matron will also work closely with the Housekeeping staff to ensure the house is kept in a clean and tidy condition, as required to enable pupils to live and study in the house and prevent any ill health.

Due to the nature of working within a boarding school, the School expects that the post-holder will adopt a flexible approach to work, including hours beyond those designated, and undertake such other duties within the scope of the role as may be required by the HM. Matrons will work closely with the Senior Matrons, especially on matters of training and compliance.

As Matrons have access to and are trusted with sensitive and personal information, confidentiality is of vital importance in this role.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



# Working pattern

## Core Hours

Day	Working Hours	Weeks Per Year
Monday	7.30am - 3:00 pm	Term time
Tuesday	7.30 am - 5:00 pm	Term time
Wednesday	7.30 am - 5:00 pm	Term time
Thursday	7.30 am - 5:00 pm	Term time
Friday	7.30 am - 5:00 pm	Term time
Saturday	11.00 am - 5.00pm	26 weeks



## Core Additional Days

The nature of a 24/7 boarding school means flexibility is vital, therefore in addition to core working hours, Matrons are required to work reasonable additional hours as necessary, which will include Pupil Induction Days, Open Mornings, Welcome Day, Speech Day and may include weekends, evenings and bank holidays (Public holidays occurring when the School is in session will be working days).

Day	Hours	Working Pattern
Start Autumn Term	8	As agreed with line manager
End Autumn Term	8	As agreed with line manager
Start Spring Term	8	As agreed with line manager
End Spring Term	8	As agreed with line manager
Start Summer Term	8	As agreed with line manager
End Summer Term	8	As agreed with line manager
Pupil Welcome /Induction Day	6	As agreed with line manager
Speech Day	6	As agreed with line manager



# Responsibilities

## **Pastoral care and Pupil Interaction**

The Matron is responsible, together with the HM, for helping the pupils settle into House life by providing pastoral support.

The Matron will:

- Provide a listening ear and support 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.
  - Provide a high level of pastoral care for individual pupils through direct interest and personal support, and through interaction and communication with the HM and the rest of the House team.
  - Participate, facilitate and contribute to the various routines of the House that seek to promote the pupils' wellbeing and social and academic development. Consequently, the Matron is expected to attend sports competitions and concerts. Matrons are strongly encouraged to attend House Music, House Drama, Pastimes, House Nights and in-weekends.
  - Uphold the authority of the HM, the School and the application of the School's rules and policies, with which they should be well acquainted.
  - Play a crucial part in ensuring continuous adult supervision and monitoring of the pupils.
  - Promote and safeguard the pupils' welfare as well as that of any other children with whom the Matron comes into contact, adhering to the School's safeguarding procedures and processes at all times. Any concerns regarding actual or potential risks will be reported in line with the School's policies.
- Establish, develop and sustain close relationships and good communication with parents.
  - Provide cover for the 'Twin Matron' where necessary.
  - Report to the HM on all matters regarding the welfare and wellbeing of the pupils in their House and record matters on CPOMS as appropriate.
  - Promote the practical aspect of developing good self-care habits in the pupils.
  - Assist pupils in arranging transport for matters such as visa or bank appointments, accompanying them as necessary.
  - Assist in making sure that pupils leave the House in a timely manner for Chapel, lessons, Sport, etc.
  - Run a life skills course for pupils.
  - Support the HM in ensuring a consistently high standard of pupils' dress, by organising uniform checks, and supervise the personal hygiene and appearance of the pupils, as well as the tidiness and cleanliness of their rooms and facilities.



# Responsibilities

## Health Care

- Work closely with the Health and Wellbeing Centre, following their medical advice and guidance to ensure the necessary care for pupils whilst at Haileybury.
- Provide the initial care for pupils who are unwell, injured or have health/medical problems, and have contact with the Health and Wellbeing Centre concerning such pupils, referring, consulting and communicating as necessary. Keep the HM fully informed.
- Be fully aware of pupils' medical/health problems and conditions and how this may affect their lives in the House and around the school.
- Remain available for pupils to discuss medical and other matters in confidence.
- Accompany individual pupils to the hospital or to specialist emergency or routine appointments if chaperones are unavailable.
- Administer non-prescription, prescribed and controlled medication in line with the School's protocols and policies. Record any medication given out on iSAMS. The Matron remains on call at all times during working hours for pupils who are ill, injured or in need of help.
- The Matron may administer first aid, once the required first aid training is successfully completed.

## Housekeeping Arrangements

- Be responsible for the overall environment of the House, working with the Housekeepers to ensure the House is up to agreed standards. Work closely with the Housekeeping Supervisors etc to help achieve this.

- Supervise and be responsible for sorting all laundry, which is undertaken by the School's Laundry or in House, and ensure a good state of repair including the naming of clothing and repairing or replacement of worn-out items. Ensure that the laundry bags are ready for collection.
- To liaise with the School Laundry to ensure a quality service and arrange emergency washing if required.
- Ensure that all pupils strip and replace sheets on their beds weekly.
- Work with the HM to help ensure that pupils make their beds in the morning, do their laundry regularly and keep their areas neat and tidy.
- Supervise packing and tidying at the end of term.



# Responsibilities

## Safeguarding and Compliance

Matron's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policies and procedures at all times. If the Matron becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns in line with the school's policies.

- Understand and follow the School's health and safety policies and practices as they relate to boarding Houses and assist the HM in implementing them in preparation for health and safety audits of the House.
- Carry out half-termly health and safety checks.
- Keep up to date with current legislation i.e. National Minimum Standards for Boarding, Keeping Children Safe in Education, etc.
- Frequently check fire safety equipment and report any concerns to the Health and Safety or Maintenance departments.
- Respond appropriately to any fire alarm sounding, investigating the cause and evacuating the building.
- Undertake the Fridge/Freezer temperature checks in the house.
- Undertake responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely.
- Undertake your responsibilities to promote the safety and wellbeing of children and young people.
- Undertake such other duties as required to ensure the smooth running of the School, including assisting other members of the Pastoral team as and when required.
- Organise collating the water flush checklists for the house.

## Professional Development and Training

- Undertake training upon appointment, including but not limited to:
  - Safeguarding
  - First Aid
  - Administration of medication
  - Food safety and hygiene
  - Fire safety awareness
  - Fire marshal training
  - Health and safety awareness
  - Auto-injector (Epi-Pen)
  - Mental Health First Aid
  - Haileybury Certificate in Boarding Practice
- Matrons are expected to further their professional practice and will be notified about training opportunities.
- Be involved in all teaching staff pastoral training, including INSET days. Share best practice formally and informally with colleagues.



# Responsibilities

## Administration

The Matron role includes a great deal of responsibility for timely and accurate administration, assisting the HM in the smooth running of the House:

- Work with the HM to ensure the National Minimum Standards for Boarding are met in full, including the appropriate posters.
- Fill in Call on iSAMS as required and check weekly that there are no gaps or errors in the House's registration for AM, PM and Final Call, and assign pupils out of school.
- Assist with gathering of weekend/holiday leave information from pupils and parents.
- Work with the HM to collect, log and distribute pupil passports, ID cards and any other visa-related items.
- Follow up on any absences from Call, including calling parents where necessary. Locate missing pupils when required (e.g. by the School Office if a pupil is missing from lessons).
- Liaise with the Accounts Department, including creating Charge Sheets, completing documentation for all House purchases, including the House credit card and Amazon Account.
- Ensure that any maintenance requirements are reported to the Estates Department to maintain a safe environment. Coordinate with the HM any necessary repairs and improvements to the furnishing, furniture and fabric of the House.
- Liaise with Catering concerning regular orders for the House.
- Hand over properly to whoever is next on duty.
- Attend where possible weekly meetings, House tutor meetings and Support Staff meetings.
- Assist with the organisation of lost property.
- Shopping for House events (online and via Catering).



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## **Administration of Medication**

Employees involved in the pastoral care of pupils will be required to administer medication to pupils to ensure their health and wellbeing. Employees will be required to complete dedicated training to perform this task. Employees must follow the school procedures for such tasks and liaise directly with the health and wellbeing centre regarding any medication queries or concerns.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.



# Person specification

## Essential Qualifications

- Full driving licence

## Desirable Qualifications

- First Aid, Dispensing of Medicine, COSHH, Food Hygiene, Fire Safety, Auto-injector (Epi-Pen), Mental Health First Aid (can all be undertaken at Haileybury).
- Experience as a matron, nurse or working with young people.
- Qualification or training in boarding, care or nursing.
- Awareness of Health & Safety.
- Have a sound knowledge of First Aid in practice.
- Experience of dispensing medication.

## Knowledge, Skills and Experience

- Working collaboratively as part of a team.
- Working unsupervised; self-motivated and proactive.
- Excellent oral and written communication skills.
- Good eye for detail.
- Ability to meet deadlines.
- Ability to build good working relationships with staff and pupils.
- Ability to work quickly and calmly under pressure.
- Ability to prioritise and manage own work.
- Ability to respond quickly to an emergency.
- Proficient and confident in the use of IT, especially in Google/GSuite products.
- Ability to maintain accurate records.
- Awareness of physical and emotional needs of young people.

## Personal Attributes

- Ability to make appropriate and enabling relationships with teenagers, based on a culture of mutual respect.
- Emotionally resilient.
- Physical stamina. This role requires the post holder to be 'on the go' for long periods of time.
- High level of discretion and understanding of confidentiality.
- Enthusiastic with a good sense of humour.
- Able to promote and maintain good relationships with parents.
- Diplomacy, tact and patience with a good listening ear and warm and sympathetic personality.
- Cultural awareness and sensitivity within our diverse and international environment.
- Willingness to work flexibly, including beyond contracted hours.



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, tennis centre, and swimming pool, at certain times.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include cycle to work scheme, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

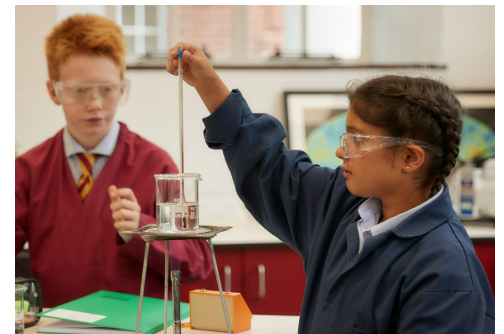
To apply for the above position, applications should include a completed application form (with reference to the candidate brief) and a covering letter, submitted to [hr@haileybury.com](mailto:hr@haileybury.com) by **12 noon on Monday 20 April 2026**.

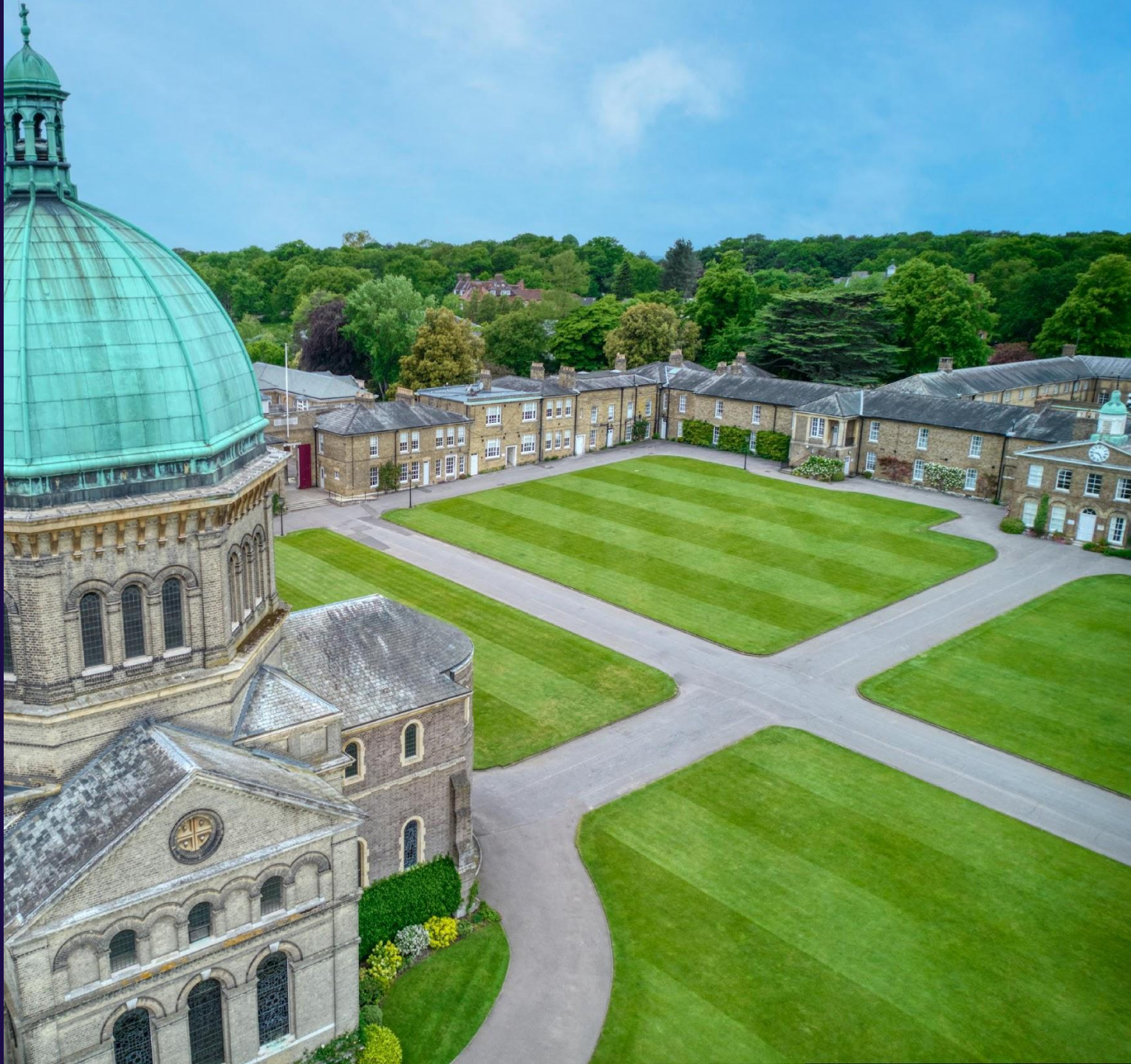
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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