Job Title	Relief Matron
Line Manager	House Master/Mistress
Key Stakeholders/Internal Customers	Pupils in the assigned House(s) Boarding House Teams Parents of pupils in the assigned House(s)
Contract Type	Term Time
Holidays	School Holidays, after clean-down and clean-up
Location	Repton School
Salary	Competitive
Benefits	Company Pension Scheme Life Insurance Reduced Sports Centre Membership Company Sick Pay Scheme Cycle to Work Scheme EV Salary Sacrifice Employee Discounts Scheme

Role Overview

The Relief Matron provides dependable cover within Repton School's boarding houses, helping to maintain a warm, welcoming and well-organised environment where pupils feel safe, supported and able to thrive.

Home to pupils aged 13-18, each boarding house is a close-knit community in which young people are known as individuals and encouraged to develop confidence, independence and character. As a trusted and consistent presence within the House, the Relief Matron quickly becomes a trusted and reassuring presence for pupils aged 13–18. They follow established House routines, build positive professional relationships and provide practical support, reassurance and care while the Matron is off duty.

Alongside their pastoral responsibilities, the Relief Matron supports the smooth day-to-day running of the assigned House, including domestic standards, liaison with cleaning and catering colleagues, accurate record-keeping and clear handovers. The role requires flexibility to work across different Houses and shifts, adapting promptly while maintaining Repton's high standards of care, wellbeing, safeguarding and organisation.

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Role Responsibilities

Pastoral Care

- Support the pastoral care of pupils in the assigned House and demonstrate high levels of concern for the welfare of the pupils in your care.
- Take responsibility, as part of the House team, for pupils' welfare and wellbeing while on duty, sharing relevant information promptly and appropriately.
- Monitor the mental, physical and emotional wellbeing of pupils when on duty, identifying concerns early and escalating when required.
- Provide a calm, supportive and approachable presence, maintaining pupil trust.
- Offer day-to-day guidance, reassurance and practical support.
- Attend meals and house events when required, contributing to a warm and inclusive community atmosphere.
- Support homesick or struggling pupils with sensitivity and professional judgment.
- Support in matters of pupil discipline, including their tidiness, appearance, dress and table manners, applying a mixture of firmness and skill to bring out the best in them. You must liaise closely with the Houseparent and Matron to ensure that rules are applied consistently and that you and he agree the tone of your handling issues with pupils. You should be conversant with, support and apply the School and House Rules, in particular the School Anti-bullying Statement, and the Drug and Substance Misuse Policy.

Health and Medical Support

- Administer initial treatment of any illness or injury. You should be conversant with and apply the School's Medical Procedures including contemporaneous recording of medicines in line with the Administration of Medications policy. You must liaise closely with the School Health and Wellbeing Centre, seeking advice whenever necessary.
- You should keep full records of all pupils' medical problems and treatment given, including those that you refer on to the Health and Wellbeing Centre. You should keep the Houseparent informed and liaise with him/her over the reporting of serious problems to the pupils' parents or guardians.
- You will transport/accompany pupils to hospitals and for dental, physiotherapy etc. appointments, as necessary.
- Maintain awareness of individual medical needs and ensure treatment plans are followed.

House Operations and Domestic Oversight

- Support the domestic arrangements of the assigned House during each period of cover, liaising with the cleaning, catering and House teams and reporting any concerns to the Houseparent or appropriate manager. Follow all relevant health and safety guidance.
- Monitor the cleanliness, tidiness and presentation of pupil rooms, bathrooms and communal spaces while on duty, reporting maintenance or domestic issues promptly.
- Support established laundry routines, including collection, sorting and distribution, as required.
- Support the Houseparent with daily logistics and operational priorities during the period of cover.
- Provide practical supervision and direction to domestic staff while on duty, escalating staffing matters rather than assuming permanent line-management responsibility.
- Monitor cleaning, domestic and basic medical supplies and report shortages or COSHH concerns promptly.
- Undertake on-call duties only where these form part of the agreed relief assignment and appropriate support arrangements are in place.

Communication and Administration

- Maintain accurate records of pupil wellbeing and significant events using school systems (including CPOMS).
- Assist with registration of Pupils each morning and with lunch time registrations, as required by the Houseparent.
- Provide clear handovers to the Matron, HsM and/or House Team.
- Communicate with parents only where necessary, authorised and appropriate, keeping the Houseparent informed.
- At all times maintain a professional and tactful manner, mindful of the best interests of the House and School, liaising with the Houseparent as appropriate.
- Support administrative tasks related to pastoral care, boarding routines and continuity of cover.

Safeguarding and Compliance

- Make it clear to pupils that you share information with other resident staff. Pupils may tell you about issues that they think are problems within the House, and they may find it easier to tell you rather than someone else. Any such issues brought to your attention by pupils must be shared and addressed.
- Uphold all safeguarding responsibilities in accordance with KCSIE and Repton School policy.
- Exercise discretion, confidentiality and sound judgment in all matters relating to pupils.
- Maintain awareness of pupils at risk and report concerns promptly.
- Participate in required safeguarding and compliance training.

Professional Development

- Undertake training relevant to the role, including Physical and Mental Health First Aid and BSA boarding courses.
- Participate in school INSET, CPD and pastoral development activities.

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Person Specification

- A strong sense of responsibility
- A willingness to engage positively and quickly with the daily life of different boarding houses and the wider School
- Aspirational and empathetic, with a genuine belief in the potential of every pupil
- Resilient, determined, pragmatic
- Persuasive and influential
- An effective and collaborative team player who can integrate quickly into established House teams
- Highly flexible, dependable and resourceful, with the availability to provide planned and, where agreed, short-notice cover
- Understanding of effective pastoral care and boarding provision, with the ability to follow different House routines consistently
- A sense of vocation and commitment
- An ability to empathise with young people
- First class communication and interpersonal skills
- Ability to provide day-to-day direction to staff while on duty and escalate staffing concerns appropriately
- Strength of character (an authoritative manner, without being overbearing)
- A sense of humour and fun
- Ability to adapt quickly to changing assignments, Houses, routines and pupil needs
- Good organisational skills, sound judgement and the ability to prioritise effectively from the start of each assignment
- Professional attitude and appearance
- Ability to support and coordinate colleagues during a shift without assuming permanent line-management responsibility
- Clarity of thought
- Willingness to take action to confront issues and overcome problems
- Ability to establish professional, supportive relationships quickly with pupils, staff and the wider School community
- Valid UK driving licence
- IT literate and competent, including daily use of email and the School's systems for attendance, medical and safeguarding records
- Willingness to undertake first aid, safeguarding, House-specific induction and other relevant training
- Previous experience in a boarding, pastoral, caring, healthcare or similar environment is desirable; a first-aid qualification or nursing experience would be advantageous.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.
Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at
Safeguarding_Children_and_Child_Protection_Policy-2535.pdf