



REPTON

**MATRON/HOUSEKEEPER**

**Term Time Only**

**March 2026**





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## Welcome From The Headmaster

Repton is a truly remarkable place in which to live, work and teach. As one of the country's leading co-educational boarding and day schools, we combine a rich heritage with a bold sense of purpose, offering an education that is both academically rigorous and inspiringly broad. Our historic setting in the heart of Derbyshire is complemented by state-of-the-art facilities, a thriving community and an ethos that celebrates ambition, character and joy in learning.

We are delighted to be recruiting a Matron and Housekeeper who will join us at an exceptionally exciting time in the School's development.

Exceptional levels of Pastoral care sit at the very heart of our Wellworks programme at Repton. The House system is an essential element of the Repton education and we are looking for a Matron / Housekeeper who has energy and vigour, aiming for excellence in everything they do. The successful candidate will play a key role in supporting our pupils in their daily lives, providing care and support for them, so that they can make the most of the Repton education.

What sets Repton apart is not only the quality of our pupils and the strength of our academic culture, but the professional experience we offer our staff. We are a school with ambition and purpose, and we seek to appoint members of staff who share our values.

Whether you are in the early stages of your career or seeking a new challenge in a dynamic and aspirational environment, Repton offers genuine scope to flourish.

Our community is grounded in shared endeavour and a commitment to the holistic development of young people. We look for colleagues who bring energy, expertise and a belief in the potential of every pupil. In return, we offer exceptional facilities, a supportive and collegiate staff body, and the chance to make a meaningful contribution to a school that is ambitious, outward-looking and deeply proud of its heritage.

From pioneering pastoral care to nurturing excellence across academic, sporting and creative domains, Repton is a community that thrives on shared endeavour and the belief that education should be both rigorous and joyful.

I very much hope that you will read this document with interest, and I warmly encourage you to apply.



**Mark Semmence**  
**Headmaster**



## An Introduction To Repton

Repton is a school rooted in heritage and shaped by ambition. Founded in 1557 by Sir John Port of Etwall, the School stands on the site of a 7th-century Anglo-Saxon Benedictine abbey and, later, a 12th-century Augustinian priory. The ancient village of Repton, once the capital of the Kingdom of Mercia, has been a centre of learning for over a thousand years, and continues to inspire a rich educational tradition.

Today, many of the School's original buildings remain central to daily life. The Guest Chamber, Prior's Lodging, Overton's Tower, Tithe Barn and the iconic Arch - all part of the original monastic estate - provide a distinctive architectural setting that blends seamlessly with state-of-the-art modern facilities. The Arch, once the gatehouse to the Priory, now stands as a symbol of welcome and integrity, echoed in the School's motto: *porta vacat culpa* - "the gate is free from blame."

Repton educates over one thousand pupils across its Prep and Senior Schools. It is a school large enough to achieve excellence in every sphere (academic, pastoral, sporting and creative) yet small enough to ensure every pupil is known, nurtured and given the opportunity to flourish. At Repton, all pupils - whether day or boarding - belong to one of ten Houses (six for boys, four for girls), each providing a strong sense of identity, belonging, and pastoral care.





Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, particularly in football, hockey, cricket and swimming. Our pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

We were delighted that the most recent ISI inspection (March 2024) found Repton to have met *all* standards, and highlighted sport as a significant strength of the school. The inspectors praised the inclusive, expert-led provision and its contribution to pupils' physical and personal development, noting that our approach cultivates "self-confidence, self-esteem and resilience to prepare them well for later life." The ISI inspection praised the School's "knowledgeable and skilled teachers" who deliver "carefully planned lessons that support and challenge pupils of all abilities." Inspectors noted that pupils are "thoroughly prepared for public examinations and achieve well," with teaching that actively encourages intellectual curiosity and independent thinking.

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The School continues its strong educational vision, recognising the importance of being able to offer a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects.

Repton Prep, located on its own beautiful campus nearby, is an integral part of the Repton educational journey and a key member of the Repton Family of Schools. It shares our values, ambition and standards, and offers a seamless transition for many pupils into the Senior School. Alongside Repton Prep, the School has developed strong relationships with a growing number of other preparatory schools within the Repton Family of Schools, as well as with a wide range of leading feeder schools locally, regionally and internationally. These relationships are carefully cultivated and mutually valued, enriching our intake and creating opportunities for collaboration and shared development.





## A Global Family Of Schools

The Repton Family of Schools has grown from Repton's belief that what works here can work internationally - and that a wider network of schools strengthens us all. The first international school, Repton Dubai, opened in 2007, making Repton one of the earliest British schools to establish an overseas campus. Since then, the family has grown to include schools in Dubai (2), Abu Dhabi (2), China, and Egypt, with a further four international openings planned in the years ahead.

Repton also currently has five schools in the UK: Repton, Repton Prep, Marlborough House Vinehall, St Hugh's, and St Wystan's - each one offering a distinctive local experience while sharing the core values and educational ethos of the wider group. There is a clear ambition to expand this UK family of schools, increasing access to a Repton education within the UK as well as overseas.

This growth is central to Repton's strategic development. The additional income and intellectual capital generated by the Repton Family of Schools (RFS) directly support the School's aim to widen access through bursaries, invest in outstanding facilities, and strengthen staff development. Furthermore, the group enables Reptonians and staff to participate in collaborative and cultural exchange opportunities across continents, deepening Repton's global perspective and reach.

The Headmaster of Repton School also serves as CEO of the Repton Family of Schools, ensuring strategic alignment, educational quality and a consistent commitment to values across the group. RFS provides a wide range of expertise - from governance and school design to teacher development and quality assurance - supporting both the integrity and ambition of Repton's global brand.



# The Importance Of Matron/Housekeeper At Repton





## The Importance Of The Matron/Housekeeper

The role of Matron/Housekeeper at Repton is a key appointment within our School community. You will play a key role in the pastoral care of our pupils, and in the smooth running of the domestic arrangements in our boarding houses – with both aspects of the role equally important. You will be provided with a flat within the Boarding House and become a key part of our pupils' lives during their time here. You will join an outstanding team of ten dedicated Matron/Housekeepers who are at the very heart of the pastoral and House life of the School.

Working hand-in-hand with the Houseparent, in this role you will ensure that excellent pastoral care is provided to our pupils, oversee the domestic cleaning team in the house, and also provide support to catering provision. The role of Matron/Housekeeper is a challenging and demanding one but is very fulfilling for the right candidate and whilst extremely busy during term-time, our Matron/Housekeepers benefit from generous school holidays.

We seek applications from individuals capable of maintaining and further enhancing Repton School's reputation for providing outstanding care of young people. You will be expected to show passionate enthusiasm for boarding school life and the ability and desire to inspire and care for young people. You will place particular importance on achieving the best possible outcomes in all areas of School life and maximising the potential of every pupil.

We are open to the background that you might come from to be a successful Matron/Housekeeper, and previous experience as a Matron is not required, although it can be helpful. It is likely that you will have experience in dealing with young people, and/or that you might bring experience from a caring or nursing background. You might also have experience in running domestic/cleaning operations. Your hours of work will be as agreed with your Houseparent, provided that you shall be permitted to take a continuous 24-hour break weekly during term time, in addition to an afternoon off, comprising 2pm – 9pm.



“***The best decision I ever made was joining the boarding house team and getting to see pupils achieve and excel, both academically and beyond the classroom.***”

***Current Matron***



## The Houses At Repton And Pastoral Care

Life in one of the ten Repton boarding houses is shaped by community, integrity and shared endeavour. Each House is a place where pupils are known as individuals and supported to grow in confidence, independence and character. It is within this environment that the Matron/Housekeeper plays a central and highly valued role. Each House has pupils from age 13-18, with pupils joining in Year 9 and spending five years in the House.

The Matron is a constant, trusted presence within the House, contributing to an atmosphere of calm, care and consistency. Through everyday interactions - welcoming pupils at the end of the school day, offering reassurance, listening, and providing practical support - the Matron helps pupils to feel secure, valued and at home. These moments, though often informal, are fundamental to the high standard of pastoral care for which Repton is known.

Working closely with the Houseparent and the wider House team, the Matron is part of a collaborative and professional partnership built on mutual respect and shared responsibility. Communication is open and supportive, ensuring that decisions are made with integrity and that pupils' wellbeing remains at the forefront of House life. This team approach allows staff to uphold high expectations while providing care that is both compassionate and consistent.

Living and working within the House enables the Matron to become fully embedded in its daily life and culture. Over time, strong and trusting relationships develop with pupils, colleagues and families, creating a sense of continuity and belonging. While the role demands commitment and resilience during term time, it is also deeply rewarding, offering the opportunity to make a meaningful and lasting contribution to young people's lives.

Repton's Houses reflect the School's commitment to excellence, ambition and character. For the right individual, life in the House is not simply a role, but a vocation within a close-knit community that values professionalism, care and shared purpose.



# The Role





## Key Areas Of Responsibility

As both Matron and Housekeeper, to work effectively with your Houseparent and the in-house team (e.g. Resident Tutors, Cleaning and Laundry Team) to ensure that we deliver an exceptional experience to our pupils and their parents.

### Pastoral Care

- Help to oversee the pastoral lives of the pupils in the House and demonstrate high levels of concern for the welfare of the pupils in your care.
- Be responsible primarily for the welfare and well-being of the pupils in your House. You are part of a team of resident adults, and relevant information should be shared accordingly.
- Monitor the mental, physical and emotional wellbeing of pupils daily, 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, playing an active role in cultivating a warm 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 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 & Medical Support

- Administer initial treatment of any illness or injury. You should be conversant with and apply the School's Medical Procedures. 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 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 & Domestic Oversight

- As Housekeeper, to oversee the domestic arrangements in house, with direct line management of the Cleaning team. To provide oversight and feedback on in-house catering to the Chef / Houseparent / Catering Manager. To ensure that appropriate health and safety guidance is being followed.
- Oversee the cleanliness, tidiness and presentation of pupil rooms, bathrooms and communal spaces, reporting maintenance issues promptly.
- Manage laundry routines, including collection, sorting and distribution.
- Support the Houseparent with the daily logistics and operational management of the house.
- Assist with termly opening/closing routines, inventories, and readiness of rooms. This includes the cleanliness of the House, both during term and at the beginning and end of each holiday period.
- Recruitment of domestic staff with the support, advice and assistance of the HR team.
- Ordering and management of cleaning materials, with particular regard to COSHH regulations. Maintain supplies of cleaning, domestic and basic medical provisions.
- Be on-call in the House whenever the Houseparent is away.



## Communication & 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 daily handovers to the House Team.
- Deal with parents where necessary, updating them on pupil welfare as needed.
- 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 and boarding routines.

## Safeguarding & 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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***“My favourite part of the job is talking to the pupils, solving problems, and having a chat after a long day of school and sport.”***

***Current Matron***



## Candidate Qualities

Qualifications / Attainment	
Valid UK driving licence	<b><i>Essential</i></b>
I.T. literate and competent (the job will require daily use of email and the School's online management system to record attendance and medical information)	<b><i>Essential</i></b>
A willingness to undertake first aid training and other relevant training	<b><i>Essential</i></b>
The successful applicant may well have previous experience in a similar caring environment, a first-aid qualification, or even some nursing training/experience	<b><i>Essential</i></b>

*Interested applicants without these qualifications able to demonstrate experience of interaction and care of young people should not be discouraged from applying.*

Personal and Professional Qualities	
A strong sense of responsibility	<b><i>Essential</i></b>
A willingness to immerse themselves into the daily life of the house and school	<b><i>Essential</i></b>
Aspirational and empathetic, with a genuine belief in the potential of every pupil	<b><i>Essential</i></b>
Resilient, determined, pragmatic	<b><i>Essential</i></b>
Persuasive and influential	<b><i>Essential</i></b>
An effective and collaborative team player	<b><i>Essential</i></b>
Flexible and resourceful	<b><i>Essential</i></b>



<b>Skills, Knowledge and Ability (characteristics and attributes)</b>	
Understanding of effective pastoral care and co-curricular provision in a busy boarding school	<b><i>Essential</i></b>
A sense of vocation and commitment	<b><i>Essential</i></b>
An ability to empathise with young people	<b><i>Essential</i></b>
First class communication and interpersonal skills	<b><i>Essential</i></b>
Ability to manage staff and address and rectify staffing issues	<b><i>Essential</i></b>
Strength of character (an authoritative manner, without being overbearing)	<b><i>Essential</i></b>
A sense of humour and fun	<b><i>Essential</i></b>
The flexibility to adapt to changing situations	<b><i>Essential</i></b>
Good organisational skills and the ability to prioritise and show initiative	<b><i>Essential</i></b>
Professional attitude and appearance	<b><i>Essential</i></b>
The ability to manage a team	<b><i>Essential</i></b>
Clarity of thought	<b><i>Essential</i></b>
Willingness to take action to confront issues and overcome problems	<b><i>Essential</i></b>
Ability to create and maintain strong, supportive relationships with pupils, staff and the community	<b><i>Essential</i></b>

# Practical Information





## Working and Living in Repton

The School is committed to employing and rewarding staff who share its ambition, its aims and its values. This will be reflected in a highly attractive remuneration package as well as the investments in both staff and facilities.

### Benefits include

- Competitive salary
- Housing
- Sports Centre Membership
- Generous annual leave

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, but following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics and PE Block.

Many of the sports facilities are either new, or recently refurbished and include:

- Eleven Grass football pitches
- Two 3G pitches – opening in 2026-2027
- Strength and conditioning performance gym
- Fitness suite
- Team room for video analysis and team briefings
- Two sports halls
- Two 25m 6 lane swimming pools
- Indoor and outdoor cricket, netball, tennis and hockey





## In and Around Repton

### The Repton Village Community

Repton village itself is a thriving community. The village contains a number of shops, pubs, restaurants and takeaways. It also has its own Post Office and a butcher's shop. There is an active village hall community which has its own community run café. In addition, Repton School has its own cafés at the School Sports Centre and in the Cloisters.



### Places of Interest

Repton is situated in the heart of Derbyshire on the northern edge of the National Forest area in rolling countryside. There are many places for walking locally and the Peak District and White Peak area are within easy reach of the village. There are also a number of National Trust properties close by. Places of National interest, such as Chatsworth House, are less than an hour away by car.



### Transport Links

Both Derby and Burton-on-Trent have train stations which allow for fast connections to major cities. This includes direct trains from Derby to London. Lichfield Trent Valley also has a direct line to London. There are also excellent links to local airports, including East Midlands and Birmingham.

### Close to Major Cities

Repton is within easy reach of a number of major cities. These include Birmingham, Derby, Nottingham and Leicester.





## Information for Candidates

Candidates should apply through the Repton Recruitment Hub. To submit your application please upload your documents by visiting <https://jobsearch.repton.org.uk/>

Your application should be accompanied by a covering letter and include the names and addresses of two professional referees. The closing date for applications is noon on Monday the 30<sup>th</sup> of March. Interviews will take place at Repton School.

If you would like to have an informal conversation about the role please contact Anna Parish, Deputy Head Pupil Wellbeing and Pastoral, via email: [aparish@repton.org.uk](mailto:aparish@repton.org.uk)

**Early applications for this role are encouraged and we reserve the right to appoint before the closing date for the position.**



*“My favourite part is when pupils come back to the boarding house, sit on the sofa, and we chat about their day.”*

**Current Matron**





## Our Commitment to Safeguarding

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

- ***Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.***
  - 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.





# REPTON

Derbyshire · DE65 6FH