



REPTON

MATRON / HOUSEKEEPER

Repton School

September 2024





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From the Headmaster

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

Reptonians are taught in enviably equipped classrooms which are linked through cutting-edge technology and creative teaching and learning. Repton prides itself on individual achievement born of the community confidence of the boarding house system.

In the March 2024 Inspection, Repton received a glowing report including a coveted 'area of significant strength', confirming our commitment to an ambitious and holistic education.

To be a member of staff at our school is to have a privileged opportunity to develop intellectually curious young minds as part of a friendly, hard-working and supportive Common Room.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China, Malaysia and Cairo with plans to open a further four over the next few years

The House system is at the very heart of the Repton education and we are looking for a Matron / Housekeeper who has energy and vigour, aiming for excellence in everything they do.

We are a school with ambition and purpose, eager to employ and reward people who share our values and aims. The culture here at our School, coupled with the benefits we offer make Repton a very attractive place to work.

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



Mr Mark Semmence
Headmaster



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational and boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has over one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).





Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, in particular in football, hockey 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.

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. The School's considerable strengths were recognised in the 2024 ISI Inspection which found Repton to be 'Excellent' in each of the areas examined. The inspectors judged that Repton pupils 'achieve highly and make excellent progress across the wide range of academic and extra-curricular opportunities available to them'. The School was found to have met all the requirements of the ISI Regulatory Compliance Inspection.

Repton and Repton Prep have always enjoyed a very close relationship and in 2020, the schools became a through-school with the aim of securing the very best pupil outcomes.





A Global Family of Schools

Repton was one of the first British schools to establish overseas schools with the establishment of Repton School Dubai in 2007, and the development of a community of international schools is key to Repton's future vision. Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China, Malaysia and Cairo with plans to open a further four more over the next few years.

The additional income generated by our overseas schools provides financial support and will enable Repton to select pupils simply on merit and without regard to their parents' financial means. The Headmaster and Senior Management Team play a key role in helping to shape the development of Repton as a leading, global educational brand.

Repton also currently has four schools in the UK (Repton, Repton Prep, Vinehall and St Wystan's) with the ambition to grow its UK family of schools.





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 Matrons / Housekeepers who are at the very heart of the pastoral and House life of the School.



Working hand-in-hand with the Houseparent (your key internal customer), in this role you will ensure that excellent pastoral care is provided to our pupils, line manage 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.





Key Areas of Responsibility

- As Matron, 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. In this aspect of your role, your line manager is the Deputy Head Pastoral.
- 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. In this aspect of your role, your line manager is the Domestic Bursar.
- As both Matron and Housekeeper, to work effectively with your Houseparent and the in-house team (eg Resident Tutors, Cleaning and Laundry Team) to ensure that we deliver an exceptional experience to our pupils and their parents.
- 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; the pupils should be aware that you share appropriate information.
- 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.
- Be conversant with, support and apply the Personal Welfare policy and Complaints Procedure.
- 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.
- Assist with registration of Day Pupils each morning and lunch time, as required by the Houseparent.
- 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





Key Areas of Responsibility Cont.

- Deal with parents where necessary, at all times in a professional and tactful manner, mindful of the best interests of the House and School, liaising with the Houseparent as appropriate.
- Be on-call in the House whenever the Houseparent is away.
- The cleanliness of the House, both during term and at the beginning and end of each holiday period
- The management of the cleaning staff, with the support, advice and assistance of the Domestic Bursar. This includes the provision of appropriate training, including health and safety
- As vacancies arise, the recruiting of domestic staff with the support, advice and assistance of the Domestic Bursar and the HR team.
- Ordering and management of cleaning materials, with particular regard to COSHH regulations, and within the allocated budget
- Maintenance of cleaning and laundry equipment, liaising with the Head of Facilities as necessary
- Supervision of the laundry ensuring that the pupils' clothing and House linen is laundered effectively and economically, within the allocated budget.
- Ensuring that the general fabric of the building is in good order at all times, reporting defects to the Maintenance department in liaison with the Houseparent.
- Being responsible for handling petty cash, as directed by the Houseparent
- Helping to organise and execute House events e.g. House Suppers, Sixth Form dinners and Speech Day drinks.
- Providing support and constructive feedback to the Chef and catering staff as required.
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Additional Duties

- All Such other duties as the School may reasonably, from time to time communicate, either orally or in writing to you.





Candidate Qualities

Qualifications/Attainment	
Valid UK driving licence	<i>Essential</i>
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)	<i>Essential</i>
The successful applicant may well have previous experience in a similar caring environment, a first-aid qualification, or even some nursing training/experience	<i>Essential</i>

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	
Willingness to be fully involved in the life of a busy boarding school	<i>Essential</i>
Aspirational and empathetic, with a genuine belief in the potential of every pupil	<i>Essential</i>
Resilient, determined, pragmatic	<i>Essential</i>
Persuasive and influential	<i>Essential</i>
An effective and collaborative team player	<i>Essential</i>
Flexible and resourceful	<i>Essential</i>
A strong sense of responsibility	<i>Essential</i>



Candidate Qualities Cont.

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



Working at Repton

The School is committed to employing and rewarding teachers 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.

Repton has its own generous salary scale and the person appointed will enter the scale at the level suitable to his/her qualifications and experience.

Full-time staff also benefit from:

- Participation in a Pension Scheme
- Free membership of Repton's Sport Centre

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.

A new Sports Centre including two full sports halls, a gym, a strength and conditioning suite, swimming pool, hospitality and reception suites and a café, was opened in November 2019.

The School is committed to the professional development of its staff so that they can continue to grow as teachers and educators and invests significantly in this.

Repton itself is a thriving village with a fascinating past. Situated in the Trent valley between Derby and Burton on Trent, on one side of the village is the Old Trent, the remnants of the former course of the river, and on the other three is attractive rolling farmland. The village has a vibrant community with clubs, societies, shops, pubs and other attractive amenities. It is close to the cities of Derby and Nottingham and major transport routes, and much of the wonderful Peak District National Park lies within Derbyshire itself.





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 café at the School Sports Centre.

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 to the Repton Recruitment Hub. Please note that applications for this position will only be accepted on the School's official Recruitment Hub.

<https://jobsearch.repton.org.uk/>

The closing date for applications for this post is Thursday 17th October
Applicants will be contacted for interview if they have been successful in the short-list process.

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

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