

SEVENOAKS SCHOOL

# SATURDAY MATRON

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## THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances

at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

## THE ROLE

The Saturday Matron is responsible for creating a welcoming, safe environment within the boarding house while they are on duty. Working under the



guidance of the Housemistress/Housemaster, they ensure that all boarders feel supported, valued and secure.

## HOURS

The required hours are 08:00 to 13:00 each Saturday during normal term time. Students are expected to be in lessons from 08:30 to 12:05. There are 25 working Saturdays each academic year. The ability to offer occasional cover at other times would be an advantage.

## REPORTING TO

Saturday Matrons are responsible to the Boarding Housemaster/Housemistress.

## MAIN DUTIES AND RESPONSIBILITIES

This role is to work in Park Grange boarding house, however, the successful candidate may be required to work in any of the boarding houses across the school, as and when needed.

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

### GENERAL

- Be responsible for the security of the house and students whilst on duty.
- Supervise any cleaning staff or maintenance that is taking place on Saturday.
- Report any defects in the building to the maintenance team.
- Assist with tours of the house for prospective

students and their parents.

- Liaise with parents and staff, when appropriate, by phone and e-mail.
- Establish good relationships with students, by being a welcoming presence at key times.
- Check cleanliness of pupil bedrooms and communal areas.
- Assist with boarders' travel arrangements (e.g. taxis) if required.
- Provide administrative assistance to the Housemistress.
- Assist with laundry arrangements for the house.

### MEDICAL

- Care for any boarder who is ill within the house and liaise with the Health Centre as outlined in school policy.
- Maintain medical cupboard supplies and collect prescriptions on behalf of boarders.
- Accompany boarders to the hospital, doctors, dentist and clinic appointments where pupils are under 16 or the boarder requires transport (using own transport where necessary).

### SKILLS AND EXPERIENCE

- Professional manner with the ability to keep calm at all times, even when under pressure.
- Experience of dealing with young people.
- Obtaining an approved First Aid qualification and to re-qualify, as necessary, so that it is always valid (with the costs of both qualification and re-qualification being met by the school).



- Basic IT skills e.g. use of Outlook, Word and email.
- Administrative and organisational skills.
- Strong customer service skills with the ability to communicate and work with all types of staff, students and parents.
- Basic mathematical ability.
- Holding a valid UK driving licence; the Saturday Matron is expected to use their own vehicle for transporting boarders where necessary. A mileage allowance is paid for the use of the vehicle on school business and the school's insurance policy provides comprehensive cover in the event of an accident whilst on school business.

## NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## SALARY

A Full Time Equivalent salary of £33,667.69 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

Based on the hours above, the pro-rata salary will therefore be around £2,337.70 (inclusive of holiday

pay).

## BENEFITS

- Pro-rata holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays). As this is a term-time role, payment for the pro-rata annual holiday entitlement of 27 days excluding bank holidays will be included in the salary offered.
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

## CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).



## OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

**The closing date for applications is 25/03/2026 at 23:59.**

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.