



Cranbrook  
School



## Assistant Matron - Cornwallis

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## School Information

Cranbrook School is a mixed state grammar school with pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Day pupils come from within 5.28 miles of the school, following a test to judge their suitability for a grammar school education. Boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. We provide a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision.

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

As a school, Cranbrook is very keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the voluntary CCF (combined cadet force) and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and in recent years groups have travelled to South America, Portugal, Nepal, Southern India and The Battlefields of Flanders. These visits have been for sports tours, cultural exchanges, adventurous activities and to work on projects.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take academic work very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school and applicants are invited to indicate areas where they would be able to make a contribution.

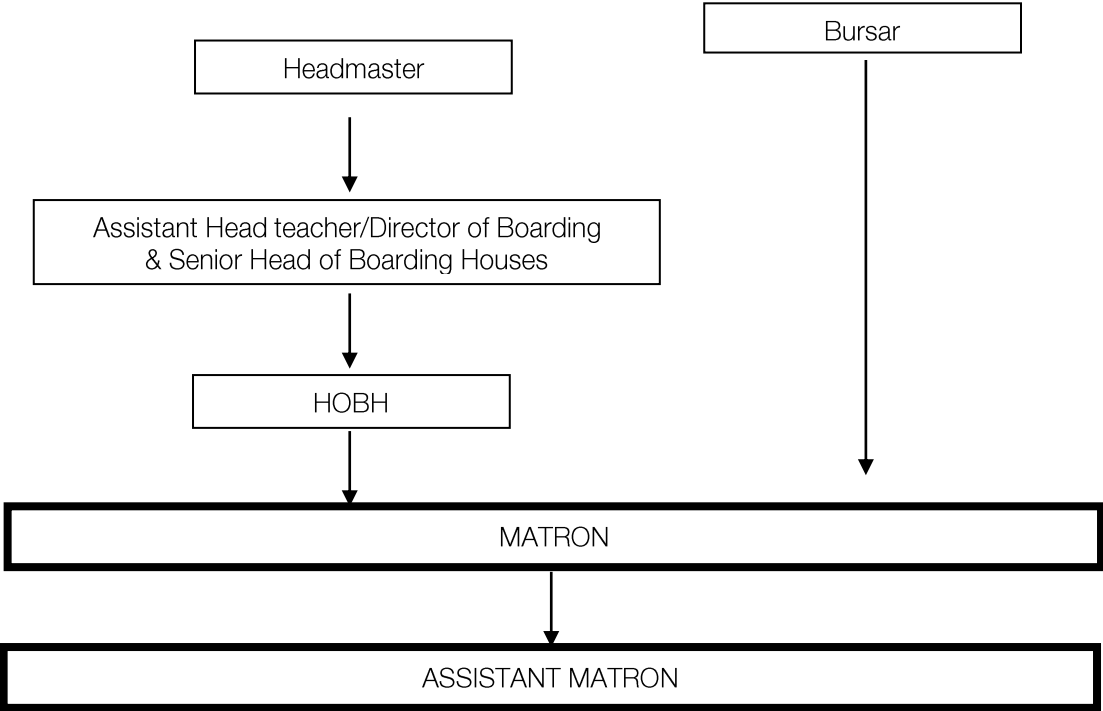
The town lies in the Weald of Kent, about fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst. General information about the school can also be found on its website at [www.cranbrookschool.co.uk](http://www.cranbrookschool.co.uk).

Benefits of working at Cranbrook include:

- From September 2023, priority entry for staff children
- Lunch in the dining hall every day
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, 15 minutes' drive from the nearest station (Staplehurst) and an hour from London.

If you would like further information, please contact Julie Cousins 01580 711818 or [CousinsJ@cranbrook.kent.sch.uk](mailto:CousinsJ@cranbrook.kent.sch.uk)

Cranbrook School  
BOARDING HOUSE ASSISTANT MATRON JOB DESCRIPTION

Job Title: ASSISTANT MATRON	Reviewed: Annually
Reports to: Matron and Head of House	Responsible to: Bursar
Responsible for: Care and Wellbeing of boarders with in the house and managing the house domestic team.	
Grade/Pay Scale: Pay Scale - Cranbrook School Grade B14 £21,728 - £10,737 pro rata	
<p><b>Job Purpose</b></p> <p>The main function of this post is to be an adult presence in the House and be responsible for the welfare of the students by assisting the Head of House and their team in the supervision of the health and welfare of the students and their House, the physical building within which they live.</p>	
<p><b>Departmental/Team Purpose:</b></p> <p>The job may involve any or all of the following specifications. Above all, there is an expectation of a parent figure who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.</p> <p>The post requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively. The nature of the work requires physical fitness, a good level of stamina and ability to handle laundry and climb a large number of stairs.</p>	
<p><b>Organisation Chart:</b></p>  <pre> graph TD     Headmaster[Headmaster] --&gt; AHT[Assistant Head teacher/Director of Boarding &amp; Senior Head of Boarding Houses]     AHT --&gt; HOBH[HOBH]     HOBH --&gt; MATRON[MATRON]     Bursar[Bursar] --&gt; MATRON     MATRON --&gt; ASSISTANT_MATRON[ASSISTANT MATRON] </pre>	

It is envisaged that every House will have a slightly different approach to the job, depending upon the particular circumstances and strengths and skill of the individual post holders. What follows are the expectations of the role, but it is important that this is re-defined annually, or is at least subject to review between the Head of House and the Matron.

### **Purpose of the Job**

- The physical care and safe guarding of the students
- Dealing with lost property.
- Laundry, sorting and mending.
- Providing an adult presence during agreed hours and cover in emergencies.
- Preparedness to give emotional support to students.
- Liaison with Head of House and House staff on matters to do with the House.
- Assistance in the smooth running of the House.

### **2 Responsibilities**

- Laundry Room
- Providing adult cover as required.
- A listener to students and responsibility of telephone when required.
- Observation and actioning of maintenance needs within the House.
- Supervision of pupils taking medication.
- Personal hygiene and appearance of students.
- General tidiness of the house
- Other incidents as they arise.

### **3 Tasks of the Job**

- Available to students for their needs.
- Provision of cover and supervision of students when required.
- Attendance and support at official functions and parties.
- Response to the telephone, e-mail and door.
- Determining the fitness of students and liaison with the Medical Centre. Taking student to A&E as required by the house parent
- Maintain medical book.
- Contributing to the supervision of student tidiness.
- Ensure students follow routines as appropriate to the age of the student.
- To keep up to date records including Risk Assessments, Fire Risk Assessments, Fire Records Book, COSHH, Medical Records, Duty Book and termly billing.
- Minor discipline, although this is the major responsibility of the Head of House.
- Liaison with Estates department over maintenance as agreed by the Head of House.

### **4 Working Relationships**

- Directly responsible to the Head of House AND Matron, with whom information should be shared within agreed boundaries of confidentiality.
- Open and regular line of communication with the House team. Professional contact with parents, pupils and employees of the School, and specifically the Medical Centre.

### **5 Qualifications**

- First Aid is desirable, but not a requirement. Some training will be provided. A two-year course offered by the B.S.A, the Boarding School Certificate, offers professional qualification in Childcare.

### **6 Additional Tasks**

- These will be very variable, but could include clerical work, typing, filing, photocopying, administration, travel arrangements, absentee system, mending and labelling of clothes, baking, daily meetings with Head of House, monitoring cleaner's performance, anticipating events, helping organise events unique to the House.

### Terms and Conditions

Monday 08.00am – 12.00pm, Tuesday – Friday 13.30pm – 17.30pm

This is a term time only position but an additional six weeks are worked throughout the course of the year.

Pay Scale - Cranbrook School B14 21,728 per annum £10,737 pro rata

An entitlement to join the Kent County Council Local Government Pension Scheme is applicable.

**Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an DBS check before commencing employment.**

Cranbrook School welcomes applications from people with disabilities.  
(A copy of our recruitment policy is available on request)

### THE APPLICATION AND APPOINTMENT ARRANGEMENTS

We look forward to receiving your application completed as fully as possible and returned to Ms Julie Cousins. Please also send a hand-written letter stating reasons why you would particularly be interested and suitable for this post in support of your application.

*Return applications to: Ms Julie Cousins by e-mail or post,*

Barham House  
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