MILTON ABBEY SCHOOL

Information for applicants

House Matron

Closing date: 23rd November 2026



About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."
| **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."
| **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."
| **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."
| **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE: House Matron

RESPONSIBLE TO: Housemaster

JOB PURPOSE: To support the Housemaster in all aspect of pupil well-being whilst the pupils are at school.

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

Each Boarding House has a team of staff reporting to the Housemaster/Housemistress (HSM). A House will normally have a live in HSM, Assistant Housemaster (AHM) and Resident Tutor in addition to their live out Matron and a team of visiting tutors. In addition, each House has a team of cleaning staff supervised by Housekeeping.

The Matron reports to the HSM for day-to-day issues within the House and ultimately to the Head of Boarding for matters of employment.

The Matron's role is extremely important to the smooth running of the House and the welfare of the pupils. The Matron will be expected to care for pupils with minor health issues (although she/he does not need to be a qualified nurse) and to be generally supportive and understanding of their day-to-day needs. In addition, she/he will have responsibility for ensuring that the House is maintained to a satisfactory standard in both cleanliness and repair.

Housekeeping is responsible for providing housekeeping services to the House. There must be good communication between Matrons and Housekeeping to ensure that high standards of cleanliness are maintained.

It is essential that the Matron has a clean driving licence and has held their licence for at least 2 years.

Pupils

- Provide sensitive pastoral care and support for the pupils in her / his charge in line with the Christian ethos of the school, acting as a positive role model.
- Know each pupil in the House as an individual, ensuring that each one is challenged to develop her / his potential in line with the school's aims and objectives.
- Support the HSM in the discipline of pupils in the House, along the guidelines laid out in the staff handbook.
- Assist the house team in organising activities and events, especially at weekends, for the pupils in the House.

Welfare

- This is an important aspect of the role and the Matron should ensure that wherever possible she / he is aware of any issues relating to the welfare of pupils in their house including unhappiness, homesickness, health, domestic problems and be able to offer appropriate levels of care and support to the pupil.
- The Matron must have regular communication with HSM, tutors and Health Centre staff and, where necessary, parents in respect of pupil welfare, including regular meetings with resident house staff.

General Responsibilities

The Matron is also required to assist the HSM with various errands and requirements for the House as the need arises.

Tidiness

- Ensure each morning that all accommodation is clear of clothes and debris and ready for cleaning.
- Beds should be made by pupils.
- Clean linen is distributed once a week, and a check should be made to ensure that it has been used.
- Ensure that the kitchen areas and communal areas in the house are used appropriately by pupils.

Communication

- Answer the house telephone, deal with parental queries and pass on messages as appropriate.
- Use the school's computer system for emails, updating medical records and keeping up to date with pupils' administration, etc.
- Familiarity with Microsoft Office would be helpful although training on the School's other software packages will be provided.
- Assist in the maintenance of the House duty book.

Medical

- Ensure that pupils' medical information is recorded accurately and any drugs issued are recorded appropriately.
- Keep the medicine cupboard replenished and order any medication required by pupils e.g. repeat prescriptions, in line with the Administration of Medication Policy and the Controlled Drugs Policy.
- Liaise with the Health Centre as necessary and update HSM on a regular basis and always as soon as possible with regards to urgent matters.
- Take pupils to the Health Centre when necessary and to the GPs, medical appointments or A&E as required.
- Collect prescribed medication from the Health Centre for pupils under the age of 16 and ensure that medication is kept secure in the house and administered under supervision.
- Ensure that first aid boxes are maintained; liaise with Health Centre for replacement items.

Laundry

- Sort and pack dirty laundry ready for collection by Housekeeping on appointed days.
- Train pupils to use the correct laundry bags and not to overfill bags as these may be returned to the house unwashed by the Laundry.
- Ensure that pupils empty all pockets.
- Ensure that coloured and white clothing is kept separate.
- Receive and sort clean laundry.
- Ensure that health and safety procedures are followed with regards to contaminated items.

Mending

- This is restricted to minor repairs such as replacing buttons, small seam repairs to uniform and games clothing and single name tapes.

Pupils' Appearance

- Ensure that all pupils are clean and well turned out.
- Contact housemasters/mistresses or parents if uniform is worn out or outgrown.
- Order new uniform for pupils where appropriate.
- Arrange haircuts, etc.
- Arrange dry cleaning in coordination with the school laundry.

Travel

- Coordinate with the School operations Coordinator to ensure that pupils have appropriate transportation booked for travel in accordance with policy and procedure.
- Where appropriate book transportation for pupils, and ensure that the travel details for pupils, including those with Child Student Visas are accurately completed, particularly for exeats, half terms and the end of term.

Food

- Maintain stock of foodstuff for break and tea.

Maintenance and Repairs

- Report all defects appropriately and liaise with Caretaker and the Maintenance team as required.

School Policy and Rules

- Keep a copy in the Matron's room and assist HSMs in the observance of the policy.
- Refer behavioural issues by pupils to the HSM who will follow up.

Beginning and End of Term

- In consultation with the HSM, Matrons are expected to work as required for a week at the start and end of each term.
- Matrons are expected to be in attendance for pupils' return to school after holidays.
- Matrons will be required to work Exeat weekends for students remaining on the school premises (Ineat)

Start of Term / Signing in Room Audit

- Check the house is absolutely clean and report any deficiencies to Housekeeping.
- Place a clean mattress cover on all beds – domestic staff will assist.
- Make up all beds only at the start of the new term – all pupils thereafter are required to make their own beds.
- Label all laundry racks, dorms, drawers, laundry rooms (as required in each House).
- Doors named.
- Sort and distribute laundry for overseas pupils.
- Welcome pupils and supervise unpacking. The Matron will be present at beginning and end of terms – first and last day as instructed by HSM.
- Collect all medicines from pupils returning.

End of Term

- Ensure that all pupils clear their rooms and communal areas of all personal possessions and clothing.
- After end of term:
  - Ensure all beds are stripped by pupils before they depart.
  - Send overseas pupils' washing to the laundry.
  - Clear the House of any belongings, papers/magazines and other rubbish left behind.
  - Supervise end of term packing and ensure safe keeping of overseas pupils' belongings.
  - Supervise the initial cleaning of the House and check with the Housekeeper/Housekeeping and premises manager that domestic staff know what to do during the holidays e.g. carpets shampooed, curtains washed, etc.
  - Coordinate House damage checks prior to pupils leaving and log repairs on collegiate and necessary billing.
- Ensure that appropriate recharges (billing) has been completed for each pupil and shared with the accounts team.

Health and Safety

- Have an involvement and awareness of health and safety issues within the House which may have an effect on staff and/or children.
- Keep records of reported accidents and refer these either to the Health Centre or to the Estates Manager they may need to be RIDDOR reported.
- Regular Educare training will be required to keep up with current legislation and school policies.

Training

- First Aid Awareness training on a 3 yearly basis.
- Child Protection training every 3 years in addition to annual updates.
- Other relevant Matron courses as required/discussed with Line Managers.
- Appropriate Health & Safety training.

Other responsibilities include:

- Assisting on Open Days.
- Assist the HSM in organising house events.
- Supporting the House-on-House events.
- Matrons may also wish to support pupils taking part in other extracurricular activities.

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

Term Dates: This position is Term time only

Hours: Full time Monday – Saturday.
hours will be agreed with the housemaster, but typically 8 hours between the hours of 7:30 – 5pm with half an hour unpaid lunch break plus Sundays on which pupils return to site following exeats, half term or other holidays

Salary: A competitive salary is offered to the successful candidate depending on experience and qualification.

Holiday: You will work throughout the school's normal term time. In addition to term time, you will be required to work up to an additional 6 weeks (36 days) outside term time as follows:

- Work one full week before the commencement of the academic year and one full week after the end of the academic year.
- Attend any and all INSET training days.
- Work a full day on the day of pupil departure for exeat, half term or other holidays (even if pupils have left the site at lunchtime).
- Be available and work for up to a full day on days on which pupils return to site following exeats, half term or other holidays {including Sundays}
- Work for one exeat annually (three working days)

On occasion, and in addition to the 6 weeks included within your normal salary, you may be required to assist with Half Term programmes for international pupils or where pupils are required to remain in school during an emergency situation. Additional payment will be made at your normal rate of pay.

Other than as set out in this paragraph, you will be entitled to take holiday at other times outside of term time.

Other benefits: Meals on duty (e.g. full three course meal at lunchtime) (non-contractual benefit), free on-site parking, Employee Assistance Programme, use of facilities such as the gym and swimming pool at specified times.

Probation: The position is subject to a 16-week probationary period.

Pension: A contributory pension scheme will be available including life assurance and sickness insurance.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Check (DBS): As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

References: In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, Mr James Watson and send the letter, application form and any supporting paperwork to;

By post

Chantilly Arbenz
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e. current photocard driving licence, passport).
- Proof of address documentation, (i.e. a utility bill or financial statement issued within the last three months showing current name and address).
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation (e.g. marriage certificate, to confirm change of name).
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.