



ALDRO



Resident Matron

Required for 1<sup>st</sup> January 2025



## ABOUT ALDRO

Aldro is an outstanding coeducational boarding and day preparatory school located in the idyllic village setting of Shackleford near Godalming in Surrey.

The school is in great heart following its successful move to co-education in 2021 and a period of considerable growth over recent years. Girl numbers now constitute approximately 35% of the pupil population and continue to grow. The most recent ISI Inspection Report (June 2023) rated the school 'Excellent' in both areas of qualitative judgement (pupil achievement and pupil personal development) and the school was deemed fully compliant. The school has a flourishing Senior School (Years 7 and 8) and successfully retains the vast majority of pupils to Year 8 for 13+ transition to senior schools.

There are currently over 220 pupils in the school aged 7-13; approximately 70 of them board, full-time, weekly or part-time. Pupils sit Common Entrance or scholarships at 13+ in Year 8, and the school has an outstanding record of academic excellence. The school averages approximately 15 scholarships and exhibitions per year, with academic scholarships last year to such as Winchester, Wycombe Abbey and RGS Guildford i.a.. In the last few years, Aldro pupils have left to attend schools such as Abingdon, Benenden, Bradfield, Canford, Charterhouse, Churcher's, Eastbourne, Eton, Guildford High School, Harrow, King Edward's, King's Canterbury, Lancing, Lord Wandsworth, Marlborough, Oundle, RGS Guildford, Sevenoaks, Sherborne, St Swithun's, Tonbridge, Uppingham, Wellington and Winchester.

Aldro is also committed to a breadth of education for its pupils and excellent results are achieved in sport, music, drama, art, design and chess. The school runs an extensive activity programme ranging from pistol shooting to 'escape rooms', and 'Med Soc' to 'pétanque'! The curriculum is taught over six days, including lessons on Saturday mornings and inter-school fixtures on Saturday afternoons. The school has a weekend leave at least every third weekend and benefits from generous holidays. All staff are expected to make an active contribution to the wider life of the school.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. An attractive chapel is amongst the excellent facilities available which also include a multi-purpose sports hall, a large theatre and our own lake. Further details about the school can be found on our website: [www.aldro.org](http://www.aldro.org)

Salary will be subject to the candidate's qualifications and experience. Appropriate certification and identification should be brought to the interview.

**Please email the completed Application Form and covering letter (no CVs please)  
addressed to the Headmaster, Mr Chris Carlier. Email: [HR@aldro.org](mailto:HR@aldro.org)**



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## Resident Matron

|                       |   |
|-----------------------|---|
| <b>Reporting to:</b>  | Head of Boarding, Housemaster/mistress  |
| <b>Hours:</b>         | 50 hours per week   |
| <b>Accommodation:</b> | Year-round, single-person accommodation (flat) provided rent-free for the proper discharge of duties. |
| <b>Benefits:</b>      | All meals provided during term-time<br>Pension scheme for support staff                               |

### Overview

The aim of the Matrons' Team is to support the smooth running of the boarding house and to create a homely, happy and stable atmosphere. The Matron should be in sympathy with the ethos and aims of Aldro. The role operates across both the girls' and boys' boarding houses. There may be scope for the successful candidate to contribute more broadly and in wider areas of school life.

### Responsibilities and Duties

#### Everyday Duties

- Supporting the Housemaster/mistress in the running of the boarding houses
- Sharing in the pastoral care of the boarders, including spending time with the boarders playing a game, reading a story, helping with homework, chatting and listening etc
- Punctual attendance in carrying out duties according to the Matrons' rota
- Keeping a tidy and welcoming Matrons' Room
- Maintaining accurate and up-to-date records of pastoral and medical matters
- Keeping good communications with parents and being a friendly voice at the end of the telephone when concerned parents call
- Caring for the boarders' personal hygiene
- Caring for the boarders' clothing (laundry and sewing). Aldro has a fully staffed laundry, although Matrons oversee the carrying of clothes to the laundry and the distribution of clean clothes from the laundry. Matrons may provide laundry cover when the laundry assistant is away.
- Overseeing the tidiness of the dormitories
- Supervising boarders' morning and evening routines, their getting up and going to bed
- Sitting with the boarders at meals

#### Medical Duties

- Dealing with injuries or illness (including bodily fluids)
- Looking after boarders in sick bay /medical room
- Maintaining accurate records in the administration of medical attention and medication
- Accompanying pupils to hospital or dental appointments as required
- Providing first aid on some match days

#### Additional Duties

- To ensure the boarding house is ready in timely fashion for the pupils' return.
- Helping to check and close down the boarding house on weekend leave weekends and at the end of term.
- Being on lunch duty according to the rota. This involves overseeing that pupils are eating a healthy, balanced meal.



- Overnight duty in accordance with the rota published by the Head of Boarding. This involves staying on duty in the boarding house until you are confident that boarders are quiet and asleep, and thereafter being available throughout the night in case a boarder needs help.
- Helping the boarders pack and unpack.
- Overseeing the tidiness of the boarders' changing room lockers.
- Attending the boarding staff meeting.
- Attending both statutory training and any other training deemed necessary for the role.
- Where duties permit, supporting the school by attending communal events and major school events
- Any other reasonable requests or duties made by the Housemaster/mistress or the person acting in a capacity as the Housemaster/mistress.

### **Working Times**

- This is a term time only role; the matron is expected to be at the school for the duration of staff INSET prior to the start of each term to help prepare the boarding house for the boarders' return.
- In conjunction with the medical team (Matrons and Nurse) and according to the rota, to provide first aid cover for pre-season and holiday sporting activities.
- The Head of Boarding publishes the rota for the matrons' team; the rota, may be subject to change to meet the needs of the school and boarders

### **Time-off**

- Weekend Leave, approximately every three weekends (from Friday after the boarding house has been checked and closed for the weekend until Sunday evening.)
- One day-off per week, and some Sundays according to a published rota
- There may be times when Matrons are required for extra duties in times of emergency, for covering sickness or to assist the School during major events.

### **Uniform**

- There is no formal uniform as we run the boarding house as a large family. However, it is expected that the Matron will dress smartly and professionally throughout the working day and when on duty in accordance with the Staff Code of Conduct.

### **Professional Development**

- To attend and engage with regular INSET organised for staff.
- To participate in the school's appraisal system for staff.
- To demonstrate a concern for ongoing personal professional development.
- To contribute actively to in-school training opportunities, peer-observations and other initiatives that promote best practice in teaching and learning.

### **General**

- To work with Admissions and Marketing to promote the school to prospective parents.
- To attend Open days and other events organised to promote the school.
- To contribute to the rota of staff duties.

### **Safeguarding**

- To promote and safeguard the welfare of all pupils.
- To promote, insist on and help instil the school's core values
- To protect children from harm and to prevent impairment of their health and development.

- Be aware of, and comply with, all the school's policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive and secure culture which promotes in all pupils a sense of being valued, listened to and respected.





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## Person Specification

| Qualifications and experience   | Essential | Desirable |
|---|-----------|-----------|
| Good education  | √         |           |
| Excellent communication skills, written and verbal  | √         |           |
| Experience of working in health care  |           | √         |
| First Aid Training  |           | √         |
| Experience working with children aged 7-13  |           | √         |
| Personal Attributes   |           |           |
| Excellent inter-personal skills, empathetic, caring, kind and compassionate.                                  | √         |           |
| The initiative to work their own, and the sensitivity to work as part of a team                               | √         |           |
| Reliability and integrity   | √         |           |
| Energy and enthusiasm   | √         |           |
| A sense of humility and a desire to serve others  | √         |           |
| A willingness to go the extra-mile  | √         |           |
| A commitment to promoting equality, diversity and inclusion   | √         |           |
| Excellent record of health, punctuality and attendance  | √         |           |
| An ability to create a warm, positive and motivating learning environment                                     | √         |           |
| Enthusiasm and willingness to contribute to the wider co-curricular life of the school                        |           | √         |
| School Ethos, Values and Aims   |           |           |
| Fully supportive of the ethos and aims of the school  | √         |           |
| Sympathetic to the Christian teaching that underpins the school's values and character                        | √         |           |
| Commitment to the safeguarding and protection of children   | √         |           |
| Ability to contribute to the family atmosphere of the school  | √         |           |
| Willingness to encourage parents to take an active part in the life of the school and their child's education | √         |           |



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## Applications

**Deadline: Monday 7<sup>th</sup> October**  
**Interviews Tuesday 15<sup>th</sup> or Wednesday 16<sup>th</sup> October**

**Please email the completed Application Form and covering letter (no CVs please)**  
**to the Headmaster, Mr Chris Carlier. Email: [HR@aldro.org](mailto:HR@aldro.org)**

Interested candidates should complete a copy of the [Aldro Application Form](#) available on the '[Vacancies](#)' section of the Aldro website and send, with a letter of application, to [HR@aldro.org](mailto:HR@aldro.org). CVs are not required. Early applications are encouraged and will be processed on receipt. The School reserves the right to appoint before the deadline.

The school is an equal opportunities employer and complies with its duties under the Equality Act 2010. Aldro is committed to safeguarding and promoting the welfare of the children and young people here, and all staff are expected to share this commitment. As part of the recruitment process, applicants should expect scrutiny of their online profile. All staff are expected to adhere to and ensure compliance with the school's Safeguarding / Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's designated Safeguarding Lead.

In line with the School's Safeguarding / Child Protection Policy, the successful candidate will be subject to checks by the Disclosure and Barring Service. As part of this process, Aldro additionally carries out its own online and social media checks. Applicants' references are typically sought before interview, unless the applicant specifically requests otherwise.

The post is exempt from the Rehabilitation of Offenders Act 1974 and Aldro is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Aldro recognises the benefits of a diverse workforce and is committed to equality of opportunity for staff, volunteers and applicants. Building upon legislative requirements, Aldro seeks to ensure proper access of opportunity in matters relating to recruitment/selection, support for staff development and promotion. All HR policies are underpinned by this commitment to inclusivity and discriminatory behaviour by staff, pupils, contractors and external contactors will be taken very seriously, fully investigated and appropriate action taken where necessary.



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