



GIGGLESWICK  
SCHOOL

## HOUSE MATRON

**Closing date: Saturday 16 November 2024**



# From the Headmaster



Dear Candidate,

I am delighted that you are interested in career opportunities at our School and hope that the following information will assist you in your decision of whether to apply for this role.

Giggleswick is a grounded, friendly and inclusive school, where the learning does not stop at the classroom door. We believe strongly in the benefits of a broad curriculum and enrichment through the co-curriculum, which includes over 80 clubs, clinics and societies happening every week, available to our pupils who come from varied backgrounds and different countries.

At Giggleswick we equip young people with the skills and confidence they need to embrace the world beyond school and lead happy, fulfilling lives. Our approach to education combines excellent academic achievement, ambition and strong self-belief, creating well-rounded individuals with a lifelong desire to learn.

We aim to provide an ambitious education for our pupils, so we employ passionate and energetic teachers who inspire our young people with a love for their subject. Our non-teaching staff occupy a range of valued positions, ensuring our School continues to function and perform outstandingly well. We also went through a very successful ISI Inspection in 2023, in which we were rated 'Excellent'.

Both staff and pupils feel privileged to work in this beautiful location, within an idyllic natural countryside setting in the Yorkshire Dales, giving life at Giggleswick a real sense of adventure, discovery and well-being. Outdoor pursuits abound and creative minds flourish in our stunning natural environment. Despite our rural location, we are in easy reach of the cities of Leeds and Manchester, both by road and rail.

I am looking for members of staff who excel in everything they do. They must be hard-working, with a strong sense of moral purpose, and ready to embrace employment within our busy and successful boarding and day school.

I believe Giggleswick School is a fabulous community to work and indeed to live within. Staff and their families can take advantage of our beautiful grounds and facilities, including the well-equipped modern gym and swimming pool. Staff also benefit from free lunches in the Dining Hall during term time.

I hope that this gives you a taste of what Giggleswick School is, however, I would be more than pleased to speak to you if you wish to discuss this opportunity further.

Sam Hart  
Headmaster









# The Role

## Summary

Giggleswick School is seeking to appoint a House Matron in one of our senior houses for pupils aged between 13 and 18. It is an excellent opportunity for an energetic, enthusiastic and well qualified individual wishing to play a significant role within this lively co-educational boarding school environment. The position will be incredibly rewarding, but is one that requires patience, resilience and a keen eye for detail.

The ability to encourage high standards, develop a positive rapport with pupils and parents and maintain a calm and caring atmosphere is essential. Sound judgment, excellent communication skills and a good sense of humour will also be invaluable!

A commitment to the values and expectations of this boarding community and to the welfare of the pupils is a vital component of the job. On occasion, the Matron may be moved to a different boarding house, depending upon the needs of the School.

"Giggleswick has always had a great deal to offer with its extremely broad curriculum, dedicated staff and superb facilities all in a magnificent setting. This is definitely a school to watch."

GOOD SCHOOLS GUIDE  
2023

## Boarding Structure

From September 2024, Giggleswick will have five 'vertical' senior boarding houses into which boarding (full and flexi) and day pupils in Year 9 to 13 are integrated. There are two girls' houses (Carr and Style) and three boys houses (Morrison, Nowell and Paley). Houses have around 65 pupils each, apart from Morrison, which is a slightly smaller house.

Year 6 pupils from the Prep School transition to Catteral House in Year 7. Year 8 pupils from Catteral House transition to one of the five senior houses at Year 9.



# The Role

## Main Duties and Responsibilities

### Main Duties

#### The House Matron will:

- Assist the Housemaster and tutors in maintaining high standards of behaviour.
- Work closely with the Housemaster as a key member of the pastoral team sharing responsibility for the wellbeing and security of pupils.
- Be expected to liaise with the Domestic Manager and the domestic staff assigned to the House, and with the Estates Bursar on behalf of the Housemaster.
- Be expected to assist the Housemaster in maintaining high standards of personal appearance and tidiness of the pupils.
- At times be expected to communicate with parents on behalf of the Housemaster.

### Pastoral Care

The House Matron will always have the wellbeing of the pupils in house in mind. More specifically, the role will involve:

- Being a responsible adult to act as an additional 'listening ear' for the pupils' concerns.
- Encouraging high personal standards such as respect for others and for personal property within the House.
- Keeping a watchful eye on all members of the House, especially younger pupils and those far from home.
- Encouraging personal tidiness and organisation, especially in terms of dress and the personal and communal spaces in House.
- Attending any sick pupils in bed in the House in liaison with Wellbeing Centre staff.
- Accompanying pupils to the GP surgery/hospital appointments, if necessary.

### Domestic Organisation

The House Matron will be responsible for overseeing the day-to-day tidiness and upkeep of the House. More specifically this will involve:

- Ensuring that pupils put their clothes into the laundry at the correct times and checking that clothing is clean and in good repair.
- Arranging for clothing to be sent to the Sewing Room for mending or dry cleaning and issuing school shop chits for new items of clothing where appropriate.
- Checking that beds are made daily and that sheets are changed regularly.
- Checking the tidiness of study bedrooms; asking pupils to tidy up and where necessary supervise them doing so.
- Regularly checking study bedrooms and common rooms for minor maintenance issues and keeping a House maintenance log.
- Noting defects and liaising with pupils, domestic staff, the Domestic Manager and the Estates Bursar to rectify any problems.
- Overseeing the fair distribution of break time snacks and making sure that pupils tidy up after themselves.
- Assisting when and where able in the organisation of hospitality for House events for parents and pupils.
- Playing a significant role in the end of term tidying arrangements.
- Preparing the House for the start of a new term, airing rooms, checking that they are clean and well-presented.



# The Role

## Main Duties and Responsibilities

### Administration

**The House Matron will assist the Housemaster in routine matters of House administration; this may involve making telephone calls to parents as well as helping to run the House Office.**

More specifically this will involve:

- Updating notice boards.
- Supervising the distribution of House mail.
- Receiving and passing on House related messages during the hours of work. Helping to organise travel arrangements, communicating with the Senior Master.
- Helping to oversee paperwork and logs associated with international pupils and their identity documents.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified.

Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

### Other

- Other tasks may develop and be added to this role, following suitable training and subject to time available.
- Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the Manager and member of staff and will be reviewed annually.



# Person Specification

	Essential	Desirable
Education	Evidence of high standards of literacy and numeracy to a minimum GCSE English and maths Grade A*- C.	Current paediatric first-aid qualification
Values/Personal Qualities	<p>Smart, professional appearance.</p> <ul style="list-style-type: none"> <li>• Excellent communication skills, diplomacy, and tact.</li> <li>• Excellent organisational skills.</li> <li>• Drive, commitment and enthusiasm.</li> <li>• Sensitive to the concerns of others.</li> <li>• Ability to maintain confidentiality and privacy of School and Pupil matters.</li> </ul>	
Experience and Knowledge	<p>Have experience of working with young people in this age group.</p> <ul style="list-style-type: none"> <li>• Be a good communicator both orally and in writing.</li> <li>• Have energy, enthusiasm and a good sense of humour.</li> <li>• Be reliable, honest and discreet.</li> <li>• Be efficient and well-organised.</li> <li>• Be flexible in their approach; able to work well with others and take initiative where necessary.</li> <li>• Be a positive role model; set and maintain high standards and be willing to foster these in the pupils.</li> <li>• Be able to use email and basic word processing packages.</li> <li>• Ability to work using own initiative and as part of a team.</li> <li>• Proactive approach to work.</li> </ul>	Experience of working in a School / Boarding School
Skills	<p>Excellent attention to detail</p> <p>Proficiency in MS Office is absolutely essential (this may be tested at interview), including Word, Excel, Outlook and Teams</p>	<p>Experience and knowledge of iSAMS would be an advantage.</p> <p>Knowledge of some languages may be an advantage but is in no way essential.</p>



# The Role

## Terms of Appointment

**Hours of Work:** 10.00am to 12.15 with 30 minutes unpaid break, then 12.45pm to 2.30pm. Total of 4 hours per day, 20 hours per week. 33 weeks per year at 20 hours per week, plus a floating 54 hours.

House Matrons enjoy normal school holidays, except during the week prior to the start of each term when they are expected to work for up to 18 hours in preparation for the arrival of pupils and these hours should include attendance at relevant boarding and pastoral INSET and staff meetings

**Grade A.2 Point 7** £23,446.62 per annum, pro rata to £10,852.44 for 0.46 FTE (full academic year). 25 days paid holiday (plus 8 bank holidays)



"A holistic school with the pupil firmly placed at the centre of everything it does, Giggleswick gets its results through an adherence to strong values. The 'throw yourself in' attitude helps children find their passions and grow in confidence, with exemplary pastoral care making that journey safe and supported."

TALK EDUCATION  
2022



# The School

## Overview

Giggleswick School is a leading independent co-educational day and boarding school in the north of England for children aged 2 to 18, rated 'Excellent' by ISI in 2023. It is exceptionally good at discovering and nurturing individuals' strengths; it is a friendly, supportive community with excellent pastoral care; it provides a breadth of educational opportunities, subjects, and co-curricular activities; and pupils achieve strong academic performance. All of this is delivered by dedicated, high quality teachers and support staff.

What makes Giggleswick distinctive is participation. The school community delights in seeing growth through the experience of trying something new and being surprised at what one can do.

Giggleswick's emphasis on wide participation has two other benefits: students not only do the things they excel at, but also learn how to seek and offer support within and between year groups.

Participation is also true of the staff in School – they are widely involved in the interests and activities of the pupils, collaborating with them for mutual benefit and enjoyment. The School believes that both factors create the warm respect that exists between pupils up and down the School, and between all staff and pupils.



## History

Giggleswick's fascinating five centuries of history started in 1512 when Henry VIII was on the throne. Since his son Edward VI granted the school a royal charter in 1553 it has enjoyed four campus rebuilds, close links with prestigious academia and the Church, and alumni have contributed to all walks of life. Giggleswick's half-millennium of tradition and evolution has earned it a well respected place at the heart and head of its community and the educational landscape of the country.

Over the years, Giggleswick expanded its age range, opened to girls and the curriculum broadened. The landmark School Chapel was built to commemorate Queen Victoria's diamond jubilee and enviable facilities were added, including one of the first heated indoor swimming pools in the country.



# The School

## Location and Facilities

Giggleswick is perfectly located on the edge of the Yorkshire Dales National Park, home to some of Yorkshire's most iconic scenery and attractions. Manchester, Leeds and York are all just an hour away, with the popular towns of Ilkley, Skipton, Kirkby Lonsdale, Clitheroe and Kendal all within the school's day and flexi boarding catchment area.

With spectacular limestone valleys, picture postcard villages and historic castles, it is a place that stirs the emotions and stimulates the senses. The School's idyllic setting gives life at Giggleswick a real sense of adventure and discovery, where children have the space and freedom to grow as individuals and develop a lifelong love of learning.

The campus and facilities provide an impressive modern learning environment with the Pre-school, Prep and Senior School sharing the 215 acre site. The Richard Whiteley Theatre hosts a full programme of live productions, music and dance, as well as being used for drama lessons and CASE (Creative, Active, Service and Enrichment) activities. Other on-site facilities include the Chapel, The Glover Art Studio, an observatory, a swimming pool and a mountain bike trail. There is also a state-of-the-art multi-activity sports hall and fitness centre, tennis and squash courts, astro-turf for hockey, cricket, rugby and football pitches and a golf course.



## Ethos and Values

There is a real sense of community throughout the campus with a happy, relaxed and purposeful atmosphere where pupils are polite and welcoming. The School promotes a real 'can do' philosophy through encouragement and support for pupils to have a go at a range of activities – and the pupils thrive on it. Day pupils are also fully integrated into the life and ethos of the school.

"Pupils attribute the calm atmosphere here to being immersed in the rugged Yorkshire Dales, but it could also be something to do with the small class sizes. This is an unpretentious, roll-up-your-sleeves type of place."

# How to apply

For further information and an application pack, please visit our website [www.giggleswick.org.uk](http://www.giggleswick.org.uk) or contact:  
**HR Department on 01729 893096, or by email [hr@giggleswick.org.uk](mailto:hr@giggleswick.org.uk).**

If you would like to apply for this post, please complete and send the following information to

**[hr@giggleswick.org.uk](mailto:hr@giggleswick.org.uk)**

- A completed application form (no CVs please)
- A covering letter addressed to the Headmaster, Mr Sam Hart, of not more than two pages summarising your ability related to the information outlined in the role

**Closing date:**  
**Sunday 16 November 2024**

**Interview date: tbc**

**Start date: tbc**

**We reserve the right to close this vacancy early if we receive a high volume of suitable applications.**

## Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact [hr@giggleswick.org.uk](mailto:hr@giggleswick.org.uk)

## Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

**All school policies can be found on our website, [www.giggleswick.org.uk](http://www.giggleswick.org.uk)**





#### How to find us

Giggleswick School is perfectly located between the Yorkshire Dales National Park and the Lake District, with the cities of Leeds, Manchester and York just over an hour away.



SCHOOL

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