



EPSOM
COLLEGE

Assistant Matron



Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,
Head, Epsom College

Job Purpose & Department

The House

The Assistant Matron works closely with the Matron who in turn works closely with the Housemaster/mistress to care for and promote all personalities, talents and interests of pupils in the House. Both a Housemaster/mistress and a Matron /Asst Matron (in the absence of the Matron) act as guardians of the potential of all pupils in their House and they promote the collective experience of living in a school community.

The Position

The Asst Matron will support and assist the Matron in providing general cleaning and housekeeping services as well as deputising for the Matron one day per week in the care and supervision of the pupils. The position requires some involvement in the pastoral and health care of all pupils in the House, together with administrative responsibilities, under the direction of the Housemaster/mistress. The Assistant Matron will also be required to undertake and supervise the cleaning, housekeeping and laundry services. All operational staff are required to participate in a regular appraisal of their performance.

Reporting

The Asst Matron will report to the Matron, and in their absence to the Housemaster/mistress with regard to pastoral matters and to the Head of Facilities with regard to cleaning and staffing matters and, ultimately, the COO.





Role and Responsibilities

Overall Responsibilities

On a daily basis play a key role in the Domestic team working within the house, maintaining designated areas in a hygienic and satisfactory condition according to work schedules and set standards agreed with the Matron. In the absence of the Matron:

- to assist in providing proactive pastoral and supervisory support in the House
- to be the primary point of contact for any pupil in the House who may be feeling unwell or who needs medical/dental treatment during the school day
- to be the point of contact with parents/guardians for any routine matters, taking messages for the Housemaster/mistress as necessary
- to supervise the team of Domestic Assistants in the House ensuring that the provision of housekeeping care is consistent with the College's high standards.
- To assist in monitoring the wear and tear of the house and, in the absence of the Matron, arrange for any repairs where necessary.

General House Duties

- To ensure that all student study areas and common rooms are cleaned according to work schedules and set standards.
- To maintain all bathroom, toilet and shower areas in a hygienic condition according to set standards.
- To maintain all kitchen / brewroom areas in a hygienic condition according to set standards.
- To ensure that all floors are maintained to a high level of cleanliness and cleaned in accordance with set standards.
- To ensure that all cleaning storerooms are maintained in a tidy, safe and hygienic condition.
- To ensure that C.O.S.H.H. regulations relating to any cleaning product are adhered to.
- To report all defects to the Matron or designate.
- To maintain a co-operative relationship with staff, students and housemaster/mistress within your area of responsibility.
- To assist in any other areas of the College as may be required by the Head of Facilities or designate.
- To attend all mandatory and relevant training as required by the Head of Facilities or designate.
- To undertake any other reasonable task as directed by the Head of Facilities or designate.
- To be aware of responsibilities under the Health and Safety at Work etc. Act 1974. To adhere to all relevant regulations. i.e. Fire Precautions, Manual Handling, C.O.S.H.H. etc.
- To undertake any other reasonable task as directed by the Head of Facilities or designate and Housemaster/mistress and to adopt a flexible approach to the role.
- To be aware of the implications of strangers on campus and conscious of your security responsibilities.

Role and Responsibilities

Pastoral Responsibilities

- To liaise closely with the Matron in order to cover absence efficiently and effectively.
- To supervise pupils and be the adult responsible within the House throughout the day.
- Liaise with the Housemaster/mistress and Tutors over concerns about pupils' well-being.
- Be the point of contact for parents over housekeeping matters such as routine medical appointments, arranging taxis etc. Take messages for the Housemaster/mistress and inform him/her of matters as and when they arise.
- To assess illness and injuries, deal with minor problems and administer daily medicine where deemed appropriate by the Medical Centre.
- Oversee pupils' behaviour in the House, and be ready to alert the Housemaster/mistress both to areas of concern and commendation.
- Communicate effectively with pupils to ensure a well ordered House.
- To ensure that pupils are correctly

and appropriately dressed when leaving the House; for example, full school uniform, correct games kit, etc.

- To have a full understanding of child protection procedures within the school and uphold the National Boarding Standards.
- To attend specific training, on occasion, as directed by line-managers.

General Housekeeping Duties

- To report to the Head of Facilities or designate with regard to the scope, timing and extent of all housekeeping duties.
- To co-ordinate and undertake housekeeping/cleaning duties on a daily basis.
- To order and maintain food supplies. (eg, milk, bread, snacks)
- To communicate the housekeeping standards, workflow sequences and work schedules to Domestic staff.
- To ensure that all areas are cleaned according to the work schedules.
- To cover cleaning duties in the case of staff absence.
- To oversee all deep cleaning duties as agreed with the Matron.
- To oversee all areas of

responsibility within the house to ensure sufficient stock levels of materials and quality of equipment is available as necessary.

- To report and record all staff absence/sickness/annual leave.
- To maintain all housekeeping records.
- To report any defects, using the Maintenance Every system, monitor progress of Maintenance issues, and label and remove from service all defective items.
- To ensure that all House domestic staff dress appropriately in the uniform provided.
- To ensure that the Head of Facilities or designate are informed of all personnel matters.
- To assist in ensuring the House is ready for external commercial lets at the end of term.
- To supervise the smooth running of the House during holiday periods and be responsible for the team of Domestic Assistants.
- To assist in preparing the House at the end of the commercial lets ready for the next academic year.



Experience, Skills & Qualifications

Essential

- Experience of working without direct supervision.
- Experience of working with children or within a school environment.
- Enjoy working with young people.
- Possess good listening skills and an even temper when dealing with all situations.
- Ability to be firm but fair when dealing with pupils.
- Present a warm, friendly and empathetic personality when dealing with both adults and pupils.
- Demonstrate tact and diplomacy and maintain confidentiality.
- Qualified First Aider at Work (or willing to attend training and qualify).
- Good written and verbal communication skills in response to pupils, parents and staff.
- Knowledge of professional Housekeeping requirements.
- Experience in cleaning to specified standards within a commercial environment and ideally supervising responsibilities.
- Possess strong organisational skills.
- Good IT skills with knowledge of Word, email and school IT systems.
- An ability to adapt, show initiative and be flexible in approach

Desirable

- Experience of working in a School.
- Basic administrative skills (eg record keeping, managing budget allocation, and filing).





Terms and Conditions

- Hours: 34 hours per week during term time and 27.5 hours per week during the school holidays.
- During term time **Week One** - 4 days per week 8am - 2pm, plus Saturday 8am - 6pm to cover Matron day off. **Week Two** - 4 week days 8am - 2pm, and 1 week day 8am - 6pm to cover Matron day off (same day each fortnight)
- During the holidays: (in addition to term time working): Hours will be 8am - 1.30pm Monday - Friday.
- Salary: **£24,113** per annum
- Holidays: The holiday entitlement is a total of 30 days paid holiday per annum plus bank holidays pro rated for part-time working
- Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with pension regulations.

Employee Benefits include:

- Private health care
- School fee discount
- Life Assurance
- Meals and refreshments free of charge during working hours
- Free use of fitness suite at certain times
- Free car parking on site

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Applicants are encouraged to contact Kay Wright, Head of Facilities, 01372 821260 for an informal chat or further information.

Closing date: 22nd July 2026

Safeguarding and Equal Opportunities

SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School 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.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

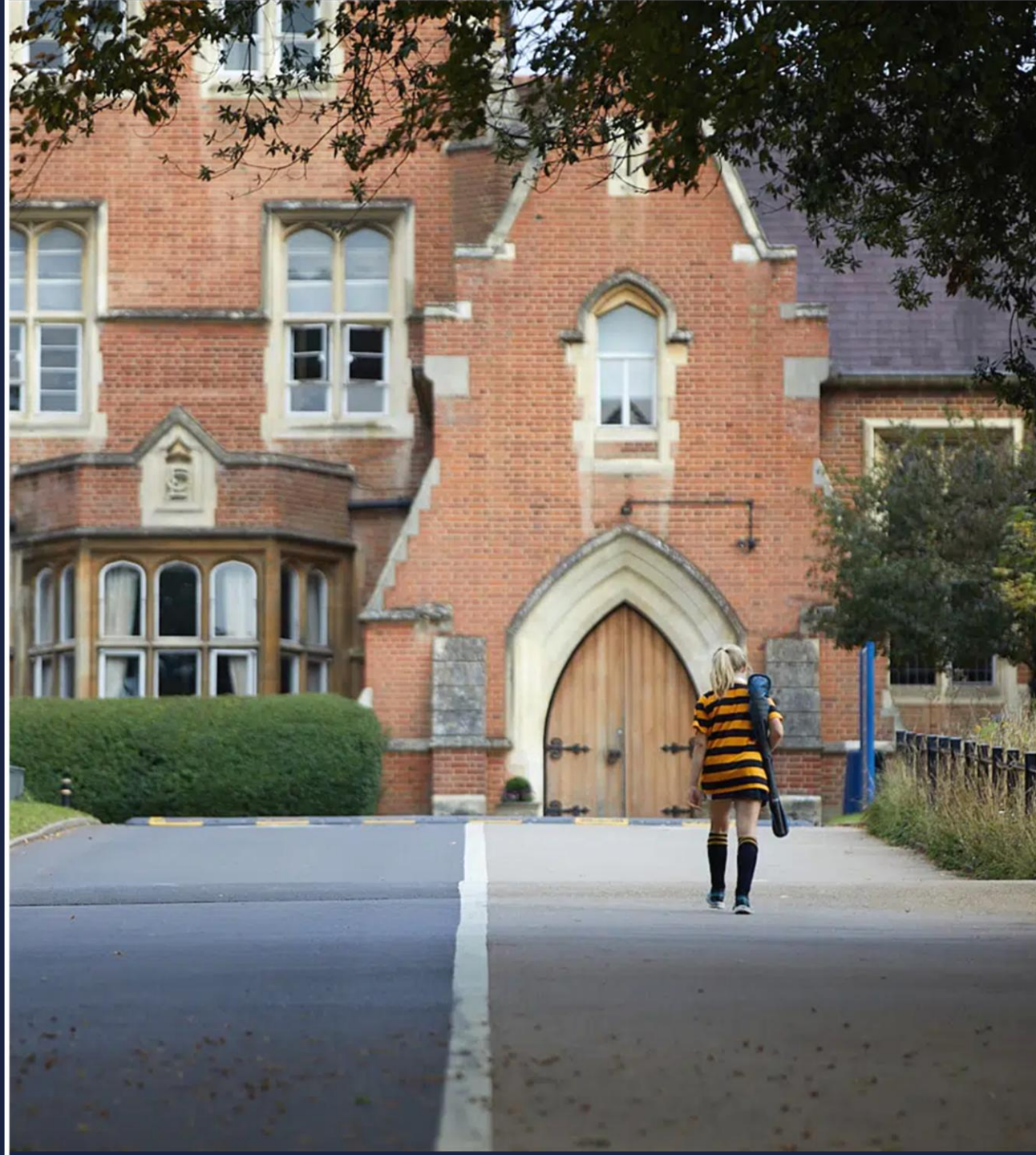
Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant’s suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





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WWW.EPSOMCOLLEGE.ORG.UK