



M A T R O N S x 2 P A R T T I M E

2 X P A R T - T I M E J O B S H A R E P O S I T I O N S

(4 D A Y S P E R W E E K & 1 D A Y P E R W E E K)

Working closely with the Housemaster/Housemistress and the residential team, the main responsibilities of the Matron will be the overall pastoral care of boarding and day pupils between the ages of 13 and 18. The ability to communicate effectively between pupils, parents and staff is essential to creating a happy home from home for our children.

At Gresham's we offer a rare opportunity where children can join us at our Nursery and Pre-Prep School from the age of 2 and continue with their education at our Prep and Senior Schools to the age of 18. Our school is situated in the Georgian town of Holt and sits within 200 acres of glorious countryside. Set in an area of outstanding natural beauty with the Norfolk Broads and the North Norfolk Coast just a few miles away.

The ideal candidates for the role of Matron will be kind, approachable and energetic with a passion for working with young people. Previous experience in a similar role or pastoral/care background would be advantageous. An awareness of Child Protection and Safeguarding is desirable, however full training will be provided. Suitable candidates will have a driving licence, the willingness to drive whilst on duty and will preferably own their own vehicle.

The safeguarding responsibilities of this role are clearly outlined in the recruitment pack, please make yourself aware of these as you consider applying for this post.

H O W T O A P P L Y

To apply for the role, please visit our [website](#) where you will find an application form and further information. Our recruitment team can also be reached by telephone on 01263 714623 or by emailing hr@greshams.com

Closing Date:

12th June 2024

Interviews: TBC

Required for:

September 2024

Please note: we reserve the right to appoint to the post, prior to the closing date

G R E S H A M S . C O M

Gresham's is proud of its exemplary approach to the safeguarding of its children and conduct a robust recruitment process. Applicants are expected to engage fully with the requirements of this process. An offer to join the School is made subject to a satisfactory Enhanced DBS check along with clearance on all other relevant safeguarding and child protection requirements.

Registered Charity No: 110550