



RADLEY

# Matron

Radley College, Abingdon, Oxon OX14 2HR  
01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

## Job Overview

We are seeking a committed and compassionate Pastoral Housemistress (Matron) to play a central role in the pastoral care and wellbeing of the boys in the Social (boarding house). This is a key residential position within the pastoral team, which includes the Tutor and the residential Sub-Tutor, all working collaboratively to provide high-quality care and support for pupils.

The Pastoral Housemistress ensures that the boarding house is a safe, well-ordered, and welcoming environment where boys thrive both personally and academically. From day one, you will act as a trusted figure for pupils, offering guidance and support while maintaining the smooth daily running of the house.

Flexibility, resilience, and a genuine commitment to the development and welfare of young people are essential qualities for this role. Each Pastoral Housemistress brings unique life experiences and skills, which help foster strong, positive relationships with pupils, colleagues, and parents.

This post is a residential one and during term time you are required to reside in the accommodation provided by the College. The accommodation is available all year round, rent-free. Utilities are paid for by the College although this does attract a small benefit in kind. All meals are available for boarding staff in school during term time.



# Working Hours

In a role such as this it is difficult to set specific working hours. Although the days are long, there are many opportunities for the Matron to take breaks. Key times to be around Social are early morning, short break (mid-morning), Central hour, late afternoon and evening (from after Chapel 7.30 pm). On those days that you are not responsible for Cocoa you should be off duty by 10.00 pm (except for emergencies).

You are entitled to one free day and an additional free evening in each week, from 4 pm on day 1 to 7 am on day 3. (These days may not be taken when boys leave or return at the end of term/leave away/exeats and on those weeks alternative days will need to be arranged.)

You may also take an additional 6 hours per week, on an ad hoc basis, but not to be taken during games, or at either end of the time taken above.

You will also be entitled to one Sunday in every three off (from after Chapel (10.00am) to 8.30 pm). Cover to be arranged with the other Matrons on a rota basis.

You are required to be at Radley from two days before the start of term to a maximum of two days after the end of term, subject however to adjustment as agreed with your Social Tutor.

In the event of you having to be away from the Social for any other reason, it is usual to agree with one of the other Matrons that they will cover your absence. In turn, you are expected to occasionally cover for other Matrons.

Generally, these conditions should apply but some flexibility will be required for crises (for example epidemics).

# Accommodation

This post is a residential one and during term time you are required to reside in the accommodation provided by the College. The accommodation is available all year round, rent-free. Utilities are paid for by the College although this does attract a small benefit in kind. All meals are available for boarding staff in school during term time.

It should be noted that the College uses the Socials for hosting external lets during the holidays.

## Pay & Benefits

- Accommodation which is attached to the Social will be provided with this role to enable the better performance of your duties.
- You are required to own, insure and drive a car so as to be able to accompany boys to hospital or similar. The College provides additional 'occasional business use' motor insurance cover (details of which are available from the Bursary). Mileage will be reimbursed in accordance with HMRC's Fixed Car Profit scheme.
- The College provides a generous College sickness scheme and a pension scheme
- Wellbeing – reduced price membership of the College's sports centre and other sporting facilities, including a nine-hole golf course.
- An Employee Assistance Programme
- Death in service benefit (if member of the pension scheme)
- Electric car benefit scheme

## About Radley College

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford on a stunningly beautiful rural campus close to Radley village. The school is academically selective and offers a significant number of bursary places to talented boys from a variety of backgrounds. As a full boarding school, Radley is a vibrant and active place to work, with many opportunities for teachers to get involved in an enormous range of extra-curricular activities and contribute to the excellent standards of pastoral care offered to our students. With most teaching staff housed on the site, one of the outstanding features of Radley is its sense of community and family atmosphere. The ethos of the school is one of warmth, generosity and kindness. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually



# How to apply

Applications must be submitted via the link on the website recruitment page. We encourage early application and reserve the right to appoint at any time.

If you have any questions or would like to discuss the vacancy please email the HR Department ([hr@radley.org.uk](mailto:hr@radley.org.uk))



# Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

