

Day Matron

Term time

We are seeking an enthusiastic and able applicant to join the team in a boarding house working with girls aged 12-17. This is an important support role within our pastoral teams, working under the direction of the Housemistress and Assistant Housemistress to create a welcoming, supportive, encouraging and cheerful environment for our girls.

The successful candidate will ideally have previous experience working with young people, a positive “can-do” attitude, a practical approach, warmth, enthusiasm and strong communication and organisational skills.

Duties will include providing a welcoming presence within the house, routine tasks such as laundry and organisation of supplies and deliveries, house administration tasks, ensuring that the house is tidy and any other duties to assist the house team.

Hours: Mondays, Tuesdays & Fridays: 13.00 – 23.00 during term time

To apply, please complete the application form for Support Staff and return to Human Resources via scorerk@wycombeabbey.com

Closing date: 12.00 on Monday 10 May 2021

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

We are an equal opportunities employer.

Registered Charity No. 310638