

Day Matron
(Part time, flexible hours, term time)

We are seeking enthusiastic and able applicants 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 candidates 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:

We are looking to cover a range of hours within the boarding houses, during term time, with a job share approach for the right applicants. When applying, please confirm the hours you are able to work from the below:

- Mondays: 07:00 – 23:00
- Wednesdays: 16:00 – 23:00
- Fridays: 16:00 – 23:00
- Saturdays: 08:00 – 12:00 and 15:30 – 23:00
- Sundays: 08:00 – 15:00

To apply, please complete the application form for Support Staff that can be found on our website: <https://www.wycombeabbey.com/careers/> and return to Human Resources via Kelly Scorer (Senior HR Officer) scorerk@wycombeabbey.com

Closing Date: 12pm, Thursday 2 September 2021*

****We recommend that applications are submitted as soon as possible. We reserve the right to close the vacancy early and arrange interviews before the closing date according to response levels.***

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.