

School Matron

Permanent, Part-Time 0.5FTE

Required for September 2025

Society of Heads
Independent co-educational
Day and boarding
310 pupils (3-19 years)

Longridge
Towers School





Longridge Towers School

Longridge Towers School is a small independent school set in its own beautiful, safe grounds; a perfect environment for pupils aged 3 - 19. We are a friendly and vibrant learning community, with high aspirations for the children in our care and the staff team that supports them.

Longridge is situated in North Northumberland, three miles from the picturesque town of Berwick-upon-Tweed.

The School attracts pupils from a wide geographical area on both sides of the English/Scottish Border.



Our Site and Location

We are fortunate to be surrounded by some of the most stunning and scientifically significant landscapes in the country.

Our pupils have access to pristine beaches scattered with fossils, while the coastal geology is internationally renowned. Just a short distance away, St Abbs Head and Seahouses are well known for their seabird breeding colonies, and boat trips to the Farne Islands offer unique wildlife experiences.

The River Tweed system has long been a hub for engineering innovation, exemplified by the nearby Union Bridge. We are also close to remarkable historical sites such as Bamburgh Castle, Alnwick, and Holy Island. As a school community, we are deeply enriched by these local treasures, and our pupils have countless opportunities to explore, appreciate, and learn from them.

Our onsite facilities include a library, science laboratories, a specialist music room, dedicated art studio, design centre, sports hall and an elegant Main Concert Hall as well as a theatre. Outside, the setting for our sports fields is breath-taking, with mature trees and open views across the Tweed Valley. We have extensive grass areas for rugby, hockey, cricket pitches, an athletics facility and we benefit from an all-weather sports pitch.

The grounds are also used as an outdoor classroom for science study, projects, nature watching, art and treats such as camps and treasure hunts, and of course our younger pupils always enjoy a Teddy Bear's Picnic.

Pastoral Care

At Longridge we feel our pastoral care is one of our main strengths and we spend a lot of time and attention making sure that pupils' well-being is fully prioritised.

We aim to promote positive mental health and general wellbeing for our pupils and staff. We do this by using universal, whole school approaches and more specialised and targeted approaches where appropriate. We understand that everyone experiences different challenges in life, and that each of us may at times need additional support beyond our own resources to cope with these.

The School Matron plays a vital role in our pastoral team, offering support to all pupils. In addition to Matron surgery hours, mental health and wellbeing information is integrated across our curriculum and through our school culture.



Are you compassionate and dedicated to Pastoral care?

Longridge Towers School is recruiting for the role of School Matron, starting in September 2025, on a permanent, part-time basis. (0.5FTE)

The successful candidate will be an integral part of our school community, supporting the wellbeing and care of our pupils throughout the school day. They will provide first aid and attend to any health related needs of pupils, as well as keeping an up to date record of all health information.

THE SCHOOL DAY

The school day runs from 8.30am - 5pm, Monday - Friday, with the likely working pattern for this role being 10am - 2pm. This is a term time only vacancy, plus 5 working days during the school holidays.

SALARY

The salary for this role is between £24,000 and £26,000 (all year equivalent). The salary will be prorated, depending on the hours worked, and will be dependent on the post holder's qualifications and experience.



School Matron

Responsible to: Senior Leader and Designated Safeguarding Lead (DSL)

THE ROLE

The School Matron must be a highly qualified, committed and motivated individual as the role demands someone who can cope with an extremely varied and sometimes pressurised working environment.

They must possess exceptional people skills; having the ability to interact and communicate with children and adults alike. The role is part of the wider pastoral team whose aim is to promote the physical health of all pupils.

Surgery hours may be between 8.30am and 5.00pm during the school day and this should be a welcoming environment offering support to all those attending and working at the School. This support, in conjunction with the wider pastoral and safeguarding teams is designed to meet a wide range of day to day needs, from the administration of medicines, and first aid, to meeting the physical needs of pupils and staff and guiding pupils and staff who might need psychological support. The role is extremely varied, but is a vital one in our whole School community.

MEDICAL AND FIRST AID

- Ensure the best possible medical care is available to pupils, staff and visitors on an immediate and/or an emergency care basis.
- Attend to the clinical and needs of all who visit the Surgery and where necessary, arranging to get the pupil or staff member home safely or to alternative care, for example the individual's GP or to hospital.
- Ensure that any pupils are seen promptly and any further treatment is identified so they are able to return to lessons as soon as possible. If pupils are unable to return to lessons, the School Matron will inform all those who need to know, such as teachers, parents, guardians, etc, recording all information in a timely and accurate manner.
- Oversee the care of boarding pupils if necessary, during the school day when House Parents are off duty. Being available to take them to doctors, dentists or hospital appointments if necessary.
- Maintain the School Matron's Surgery as a welcoming and hygienic room, suitably equipped for serving the medical needs of the pupils and staff.
- Have an overview of the use of the surgery and spotting patterns or trends with individuals or groups, sharing this information as appropriate with the wider pastoral and or safeguarding teams.
- Provide appropriate and time-specific health and wellbeing information to all pupils and staff.
- Be responsible for the administration of medicines and that only staff who are appropriately trained can administer them.
- Ensure First Aid kits around school are monitored and are restocked. Supply First Aid kits for the school buses and for trips.

- Administer first aid, and in conjunction with the Health and Safety Coordinator, identify key members of staff who should also be first aid trained, ensuring there is always an adequate proportion of trained personnel at any point during the School terms. This will include travelling to school via the bus network, school trips and boarding.
- Assist pupils to manage long term conditions e.g. diabetes, asthma, eczema.
- Ensure all pupils' keep their medical supplies up to date, for example epipens, inhalers etc and ensure the safe storage, usage and disposal of medical supplies and drugs.
- Advise pupils and staff on pupil medical issues and child and adolescent physical health and emotional wellbeing.
- Organise any regular in-school medical checks and School Health Immunisations programmes.
- Be available to staff leading school trips to offer advice and information regarding individual pupils and medication. To be available to attend School trips if a significant medical need is identified.
- Inform staff of procedures if faced with a medical emergency, such as more serious medical conditions which may be encountered.
- Liaise with Health and Safety Coordinator and Catering team to ensure dietary needs are met, and to help promote healthy eating.

PASTORAL SUPPORT

- Be involved in the health education of the pupils and, at times, to help deliver PSHE.

COMMUNICATION & RECORD KEEPING

- Ensure effective information sharing with the wider pastoral team or any other relevant member of the School community.
- Assist with staff INSET sessions on health and wellbeing in conjunction with the Senior Leader/DSL and Mental Health and Wellbeing Lead.
- Make contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaise with the relevant member of staff (Form Tutor, Head of Year, Head of Pastoral and Designated Safeguarding Lead) on issues which arise through the care of pupils in the Surgery.
- Attend weekly staff briefings and other relevant staff meetings as directed.
- Meet regularly with the Designated Safeguarding Lead and be available to meet when appropriate the wider pastoral and safeguarding teams.
- Ensure all general health information is always up to date and any medical, dietary and allergy needs are communicated with all relevant staff members.
- Update all medical related policies and procedures and ensure all the appropriate associated paperwork is completed and kept up to date.
- Be responsible for writing and reviewing medical or care plans for pupils with more complex health needs, and sharing these appropriately.
- Ensure comprehensive and timely notes and records are made in relation to incidents/accidents, and report to relevant staff as necessary within the appropriate confines of confidentiality.

- Complete accident reports as and when required, passing them to the Health and Safety Coordinator.
- Update medical records on the school database and liaise with parents as necessary if further information is needed.
- Liaise with local public health teams regarding immunisations and any other medical matters which the school needs to act upon. Liaise with the local GP surgeries and Berwick Infirmary when necessary. .
- Ensure that while medical and personal confidentiality is respected the school observes a “joined up” approach in the care of pupils.

ATTRIBUTES

- Demonstrate tact and absolute discretion in dealing with all matters.
- Be independent but with the ability to work as part of a wider team of support staff and pastoral staff.
- Show loyalty, energy, articulacy and diplomacy.
- Be Flexible in approach to people and to working arrangements.
- Use a professional, adaptable and proactive attitude.
- Be able to respond calmly, quickly and willingly to urgent and unexpected requests.
- Appreciation of and sympathy for the objectives of an independent school.
- Have Competent IT skills, including use of word, spreadsheets and databases.
- Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Surgery.

QUALIFICATIONS & TRAINING

- Ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training.
- Complete Level 3 Child Protection training and keep up to date with any other training relevant to the school setting.
- Prioritise and manage situations as appropriate.
- Demonstrate excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.
- Participate in annual performance reviews and performance management meetings.
- When a training need is identified, to attend relevant and appropriate training courses during working hours when offered.
- Have a good working knowledge of the relevant sections of the Keeping Children Safe in Education legislation.

Whilst every effort has been made to explain the main duties and responsibilities of the position, it is impossible to identify every individual task which coordinators undertake.

The management hope that the School Matron will assist with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headmaster and member of staff.

APPLICATIONS

All applicants must complete the School's application form; which is available from the School website: www.lts.org.uk.

Please submit your application to vacancies@lts.org.uk.

CLOSING DATE

The closing date for applications is noon on Wednesday 9th April.

INTERVIEWS

Interviews will take place in Mid April. Further details and a schedule will be provided in advance of the interview.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks including checks with past employers.

EQUAL OPPORTUNITIES

Longridge Towers School is an equal opportunities employer and welcomes applicants regardless of age, gender, race, religion, disability, or sexual orientation.



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