

AMDG



Prep School Matron

STONYHURST  
ST MARY'S HALL

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# AN INTRODUCTION TO ST MARY'S HALL

loving  
hopeful  
attentive  
faith-filled  
generous  
eloquent  
intentional  
learned  
prophetic  
curious  
wise  
grateful  
discerning  
compassionate  
active  
truthful



"What can we say the kingdom of God is like?  
It is like a mustard seed  
which, at the time of its sowing in the soil,  
is the smallest of all the seeds on earth;  
yet once it is sown, it grows into the biggest shrub of them all  
and puts out big branches  
so that the birds of the air can shelter in its shade."

Gospel of Mark 4:30-32

Stonyhurst St Mary's Hall (SMH) is much more than a preparatory school – it is a family to which children know they belong. We have a story that is more than 200 years old and we now sit at the cutting edge in prep school education with our traditions to support us.

SMH provides the first steps in each child's education at Stonyhurst, characterised by a seamless education from age 3 to 18. We are a Roman Catholic school in the Jesuit tradition. This means that our guiding stars are the two great commandments to love God and our neighbour. These are experienced throughout our daily life in the school, in our structures, amidst our relationships and in our priorities. As they grow, our children are not only nurtured but they are encouraged to thrive in order to become "men and women for others".

Our pupils are encouraged to work hard and achieve their personal best, whether it is in the classroom, on the sports field, or through the myriad of other opportunities they have for their personal development and all round growth. One of our principal aims is for every child to feel that their contribution in school life is valid and worthwhile, and that their special gifts are celebrated and their needs are recognised. Each child is supported and encouraged by the other boys and girls and by strong, talented and very committed staff. Our motto 'Quant Je Puis' (as much as I can) is our overarching principle.

Here at Stonyhurst we are privileged to live, work and play within glorious natural surroundings. Each child is encouraged to pursue his/her innate fascination with the world around us. Our youngest children benefit from the purpose built facility on campus for 3 to 7 year olds. As the children grow and progress in Stonyhurst St Mary's Hall, they benefit from the extensive facilities and unique resources on site that are shared with the College.

# PREP SCHOOL MATRON

On behalf of our children we seek an experienced Matron with a proven track record to assist in our boarding area to help enable our children to grow and develop in a rich and purposeful environment.

Alongside a genuine commitment to the children we seek candidates with stamina, tenacity and the very warmest of hearts.

This post would suit an experienced boarding school matron or similar candidate, who has proven experience working alongside children.

Stonyhurst 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 candidate will be subject to an Enhanced DBS check.



# PERSON SPECIFICATION



- The post holder is a flexible and innovative professional.
- He/She is an outstanding communicator who maintains close liaison with parents and colleagues through the maintenance of a consistently high profile.
- A strong affinity with and belief in children within the prep school age-range is an essential characteristic of the post holder, as is a commitment to the all-round development of the individual child.
- A logical mind and an unswerving attention to detail are vital. Patience, a warm heart and a commitment to ensuring matters are seen through to the best possible conclusion are all essential characteristics of the post holder.
- The successful applicant will make a substantial contribution to the life of the school.
- Proven stamina, professional discretion and a calmness under pressure are all key requirements.



# PERSON SPECIFICATION

<p>Essential Life/Work Experience</p>	<ul style="list-style-type: none"> <li>• Living and/or working with children under the age of 16</li> <li>• Previous work in an educational setting</li> </ul>
<p>Desirable Experience</p>	<ul style="list-style-type: none"> <li>• Boarding-related qualifications</li> <li>• First aid/nursing related experience</li> <li>• Interest and personal interests in Arts/Music/Drama/Sport</li> <li>• Garment sewing skills</li> <li>• Minibus driver</li> <li>• IT literate</li> </ul>
<p>Skills/Attributes</p>	<ul style="list-style-type: none"> <li>• The Matron should be a warm-hearted, sympathetic, reassuring presence who has respect for the privacy and dignity of the children.</li> <li>• He/she needs to be confident when maintaining good discipline.</li> <li>• He/she is required to be a good listener and communicator with staff and children.</li> <li>• The Matron puts the needs of the boarding children first at all times – walking alongside each individual on their own personal journey.</li> <li>• Have enthusiasm and energy as well as stamina and resilience in order to thrive amidst the challenges of working in a busy boarding environment.</li> <li>• Have an ability to foster a positive boarding 'family' spirit, whilst having an ability to understand children and work constructively with them whilst maintaining appropriate standards of behaviour.</li> <li>• Enjoy being in the presence of children.</li> <li>• Demonstrate a natural warmth and patience with people, and be comfortable in community living.</li> <li>• Possess the ability to engage at many different levels.</li> <li>• Be able to operate well in a team – sharing the care as part of a team around the child.</li> <li>• Be self-motivated and driven and have a responsible attitude to work.</li> <li>• Be flexible in approach and have a warm sense of humour.</li> <li>• Be professional and trustworthy – able to respect the profile and image of the establishment at all times and appreciate the confidentiality that being a member of the staff team requires.</li> <li>• Be able to communicate effectively and sensitively, through the written and verbal word.</li> <li>• Be highly flexible, able to adapt and respond positively to a variety of situations and people in order to meet changing priorities.</li> <li>• Be tenacious in the face of difficulty, seeing all matters through to the best and most positive outcome – the child first and always.</li> </ul>



# TERMS OF APPOINTMENT

## Weekly Commitment

This is a full-time position within a busy boarding and day prep school. Given the nature of the role it will be expected that the post holder will be a key presence predominantly in the boarding area but also in the school itself. You will be required to share in the overnight cover rota.



## Further Questions

Please direct any queries to [recruitment@stonyhurst.ac.uk](mailto:recruitment@stonyhurst.ac.uk)



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