

Cover Matron September 2026



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and purpose.

Haileybury was recently selected as one of the 100 best private schools in the world and our last inspection was outstanding. Interest in the School from prospective families is as strong as ever.

We are a dynamic, outward-looking and future-oriented school. We offer a 21st Century relevant curriculum and our pupils leave school with the values, skills and credentials they will need to thrive.

Through our team of dedicated staff and as a result of exceptional facilities across our remarkable campus, we are able to offer our pupils an extraordinary range of opportunities.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of the relationships across our community.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2026. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, kindness and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All Senior School pupils are boarders or day pupils in one of the 12 senior Houses. There is also boarding House in our vibrant Lower School. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.



Haileybury

The role

Haileybury is one of the foremost boarding and day schools in the UK. We welcome boarders from the UK and overseas in our 12 senior and 1 junior Houses.

The Cover Matron role is extremely varied. It will suit an individual that can work flexibly and quickly grasp the different departments they will work within. They will enjoy the challenge of working in a fast-paced school environment. This role includes working with pupils, parents, colleagues, and where appropriate external agencies to support the needs of pupils. Training and an induction programme will be provided.

This role combines support for a variety of departments across the school, from time to time on a casual basis. While the hours are not guaranteed it is anticipated that this support will be needed regularly during term time.

The significant part of this Cover Matron role is to provide cover for the Matrons in the School Houses at Haileybury, when they are absent. The individual will need to be available to cover Houses at short notice as advised by the Head of Health and Safety. This will often be for a day or two but may be for shorter or longer periods of time.

Matrons play a key role in assisting the House Master/Mistress (HM) in creating a positive atmosphere throughout the House, which lends itself to wellbeing and academic success.

The Cover Matron will also be required to work with the School Health and Wellbeing Centre and other departments to fulfil the need for accompanying pupils to external appointments, including hospital, optician and passport/embassy appointments. They should feel comfortable in a hospital environment and with pupils who are unwell/upset and respect the pupil's confidentiality.

Many of the external appointments are booked in advance, however the post holder should be available at short notice to accompany pupils to the casualty department. There is no requirement to use your own vehicle for this role, transport will be provided via a taxi service.

The Matron will also be required to provide cover for absent staff in other areas of the school, from time to time. This will mostly be visitor or school building reception areas, e.g. Russell Dore Lower School Reception.



Key Responsibilities

The nature of a 24/7 boarding school means flexibility is vital, therefore in addition to core working hours, Matrons are required to work reasonable additional hours as necessary, which will include Induction Days, open mornings, Welcome Day and Speech Day.

Together with the House team the Matron plays a significant role in ensuring the smooth running of the boarding House and establishing a safe happy environment for the pupils in their care. The Matron should know the pupils well, and take an interest in them and what they do, balancing a friendly disposition with the need to maintain discipline. The Matron will need to work with the Housekeeping (Cleaning) Department to ensure a good standard of cleanliness is maintained.

Pastoral Care and Pupil Interaction

- Provide a listening ear and support to the pupils in the House; the quality of this relationship is important when dealing with the tricky personal and social issues that can arise.
- Uphold the authority of the HM, the School and the application of the School's rules.
- Play a crucial part in ensuring continuous adult supervision.
- Promote and safeguard the pupils' welfare as well as that of any other children with whom the Matron comes into contact, adhering to the School's safeguarding procedures and processes at all times. Any concerns regarding actual or potential risks will be reported in line with the School's policies.

Matron working pattern (Core Hours):

Day	Working Hours (including 30 mins break)
Monday	7:30 am - 3:00 pm
Tuesday	7:30 am - 5:00 pm
Wednesday	7:30 am - 5:00 pm
Thursday	7:30 am - 5:00 pm
Friday	7:30 am - 3:00 pm
Saturday	11:00 am - 5:00 pm



Key Responsibilities:

- Care for pupils who are unwell, injured or have health or medical problems, and have contact with the Health and Wellbeing Centre concerning unwell pupils, referring, consulting and communicating as necessary, while keeping the HM fully informed.
- The Matron remains on call at all times during working hours for pupils who are ill, injured or in need of help. The Matron will be required to administer first aid when required (full First Aid Training will be provided).
- Supervise all laundry in house, which is undertaken by the School's Laundry or in House. Ensure the pupils have their laundry bags organised and ready for the laundry collection.
- Liaise with cleaning staff in the house to ensure a clean and safe environment.
- Adhere to and ensure compliance with the School's Safeguarding and Child Protection Policies and procedures at all times. If the Matron becomes aware of any actual or potential risks to the safety or welfare of any pupil, they must report any concerns in line with the school's policies.
- Respond appropriately to any fire alarm sounding and evacuate the building.
- Fill in Call on iSAMS as required and check there are no gaps or errors in the House's registration and assign pupils out of school.

Pupil Chaperone Duties

- To assist the Health Centre team by acting as a chaperone for pupils when required, accompanying them to medical related appointments.

- Assist other departments e.g. Houses/HMs/Matrons by acting as a chaperone for pupils accompanying them to a variety of appointments.
- Where appropriate, communicate on behalf of the pupil during appointments.
- Following appointments, pass accurate and complete information on to the relevant department/staff.
- To communicate effectively with parents, guardians and House staff regarding the pupil's health and wellbeing.
- To ensure the safety and welfare of pupils in their care.

General Cover (Reception Areas) Duties

- Conventional front line receptionist services and assistance to the School.
- Provide support in the effective and efficient smooth running of the department.
- Provide outstanding customer service both in person and on the telephone.
- Undertake a range of general administration duties, including but not limited to dealing with emails, composing letters, processing
- mail, making and receiving telephone calls, booking appointments, photo copying and updating databases.

Professional Development and Training

- Undertake the following training upon appointment: Safeguarding, First Aid, Dispensing of Medicine, Control of Substances Hazardous to Health (COSHH), Food Hygiene, Fire Safety, Auto-injector (Epi-Pen), Mental Health First Aid, Haileybury Certificate in Boarding Practice, Google Training Level 1.
- Be involved in teaching staff pastoral training, including INSET days.

Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



Person specification

Essential Qualifications

- Full driving licence

Desirable Qualifications

- First Aid, Dispensing of Medicine, COSHH, Food Hygiene, Fire Safety, Auto-injector (Epi-Pen), Mental Health First Aid (can all be undertaken at Haileybury).
- Experience as a matron, nurse or working with young people.
- Qualification or training in boarding, care or nursing.
- Awareness of Health & Safety.
- Have a sound knowledge of First Aid in practice.
- Experience of dispensing medication.

Knowledge, Skills and Experience

- Working collaboratively as part of a team.
- Working unsupervised; self-motivated and proactive.
- Excellent oral and written communication skills.
- Good eye for detail.
- Ability to meet deadlines.
- Ability to build good working relationships with staff and pupils.
- Ability to work quickly and calmly under pressure.
- Ability to prioritise and manage own work.
- Ability to respond quickly to an emergency.
- Proficient and confident in the use of IT, especially in Google/GSuite products.
- Ability to maintain accurate records.
- Awareness of physical and emotional needs of young people.

Personal Attributes

- Ability to make appropriate and enabling relationships with teenagers, based on a culture of mutual respect.
- Emotionally resilient.
- Physical stamina. This role requires the post holder to be 'on the go' for long periods of time.
- High level of discretion and understanding of confidentiality.
- Enthusiastic with a good sense of humour.
- Able to promote and maintain good relationships with parents.
- Diplomacy, tact and patience with a good listening ear and warm and sympathetic personality.
- Cultural awareness and sensitivity within our diverse and international environment.
- Willingness to work flexibly, including beyond contracted hours.



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, tennis centre, and swimming pool, at certain times.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include cycle to work scheme, EV scheme, pension, and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

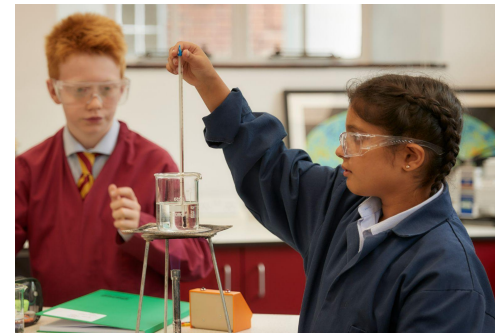
To apply for the above position, please complete the application form in full, with reference to the job description and return it to hr@haileybury.com by **Wednesday 30th September 2026 at 12 noon**.

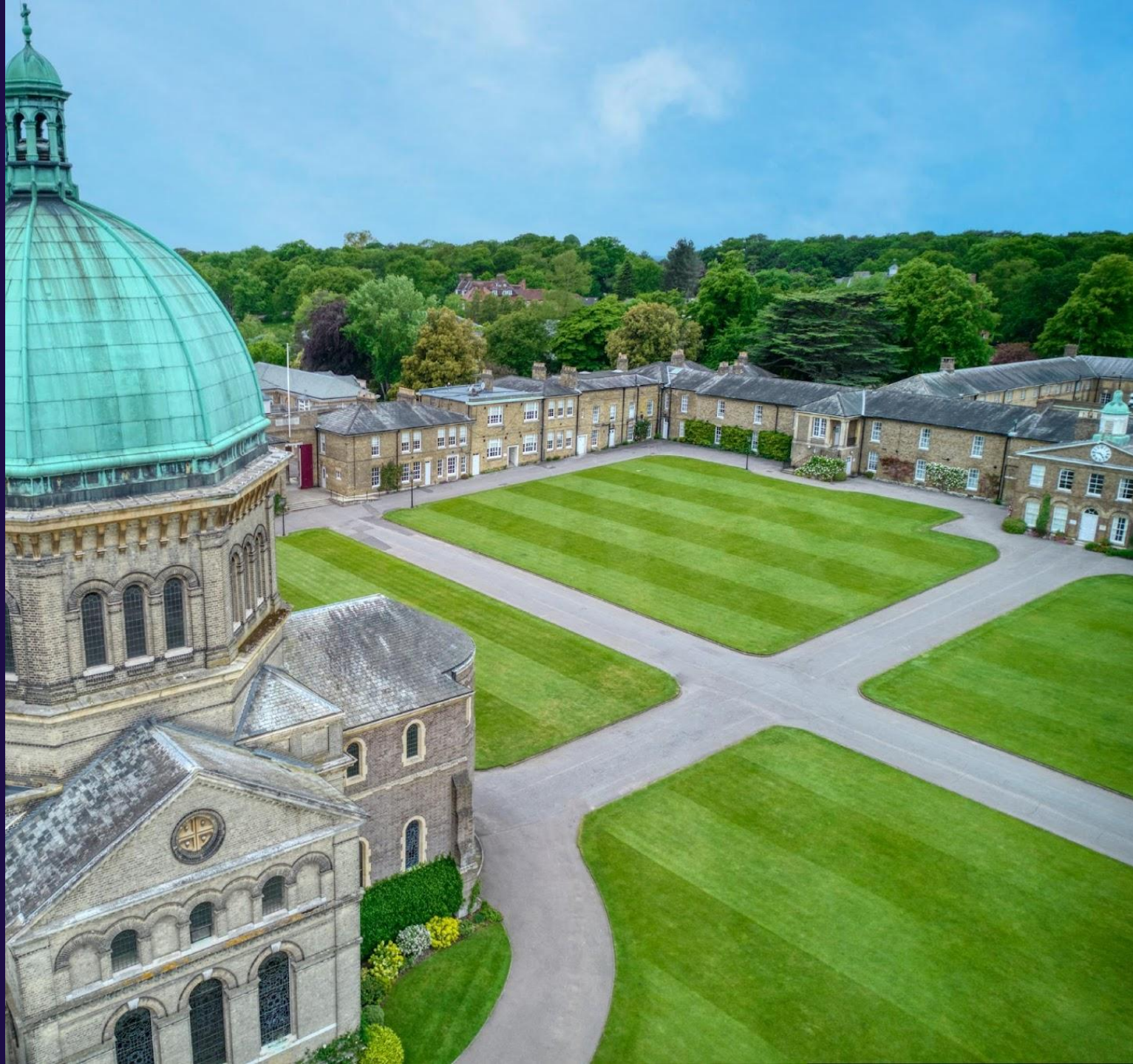
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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