



JOB DESCRIPTION

Day Matron

Reporting to: Senior Matron, and ultimately the Headmaster's Wife

Close working relationships with: Team of matrons, Seamstress and School Nursing team

Job purpose: To provide practical, day-to-day support to the team of matrons, ensuring the efficient operation of laundry services, sports kit management, and boarding house standards.

Main Duties and Responsibilities:

Laundry & Housekeeping

- Assist matrons with boys' laundry, including washing, drying, sorting, and returning clean clothing.
- Support the tidiness and organisation of dormitories.
- Ensure clean towels are issued, collected, and stored appropriately, including returns to leavers.
- Assist matrons as required in maintaining boarding house standards.

Sports Kit Management

- Manage the laundering, organisation and return of all match kit to changing rooms.
- Oversee match kit provision by liaising with the Director of Sport and reviewing team sheets to ensure correct sizing for all pupils.
- Be available on match days to resolve kit issues, including size exchanges.
- Issue and collect kit for team photographs and Sports Day.
- Provide sports hall t-shirts for designated year groups, ensuring termly laundering and availability.
- Hang and prepare clean game shirts on exeat Fridays.
- Maintain cleanliness and organisation of sports kit cupboards and the sewing room.
- Issue scholarship bags and associated kit.

Stock Control & Organisation

- Conduct stock checks of school-owned kit at the start and end of each season; report low stock levels to the Director of Sport.
- Follow up on missing kit after matches with staff and team captains.
- Ensure sufficient cricket kit is available at the start of each season in coordination with matrons.
- Label changing rooms for each year group.
- Assist the seamstress with termly lost property sorting; donation of suitable items to charity and passing over damaged kit to the seamstress for repair.
- Organise and sell second-hand uniform to parents on exeat Fridays and other designated days.

Other Responsibilities

- Comply with all Health and Safety regulations.
- Attend staff meetings and training sessions as required.
- Maintain a professional, helpful and positive attitude as part of the team.
- Support safeguarding by promoting the welfare of children and adhering to school safeguarding policies.
- Report any safeguarding concerns in line with school procedures.

As well as those duties outlined above, you are expected to perform any other tasks reasonably assigned. This job description will be subject to review/amendment during the appraisal procedure by agreement between both parties in accordance with established practice.

Person Specification

Essential Skills and Attributes

- Strong communication skills.
- Excellent organisational ability, particularly when managing fluctuating workloads.
- High level of accuracy and attention to detail.
- Ability to work both independently and collaboratively within a team.

Desirable

- Experience using charts, tables, or spreadsheets.
- Previous experience working in a prep school or similar environment.

Hours

Monday – Friday 9.00am – 2.30pm (finishing at 1.30pm on exeat Fridays) term time only and the full week when term starts/ends (i.e. always start on a Monday and Finish on a Friday).

Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.