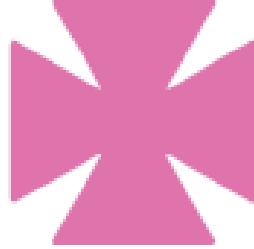




The  Hall

# CANDIDATE **BRIEF**

Junior School  
Matron

The Hall School, Hampstead  
69 Belsize Park, London NW3 4EH



# The School

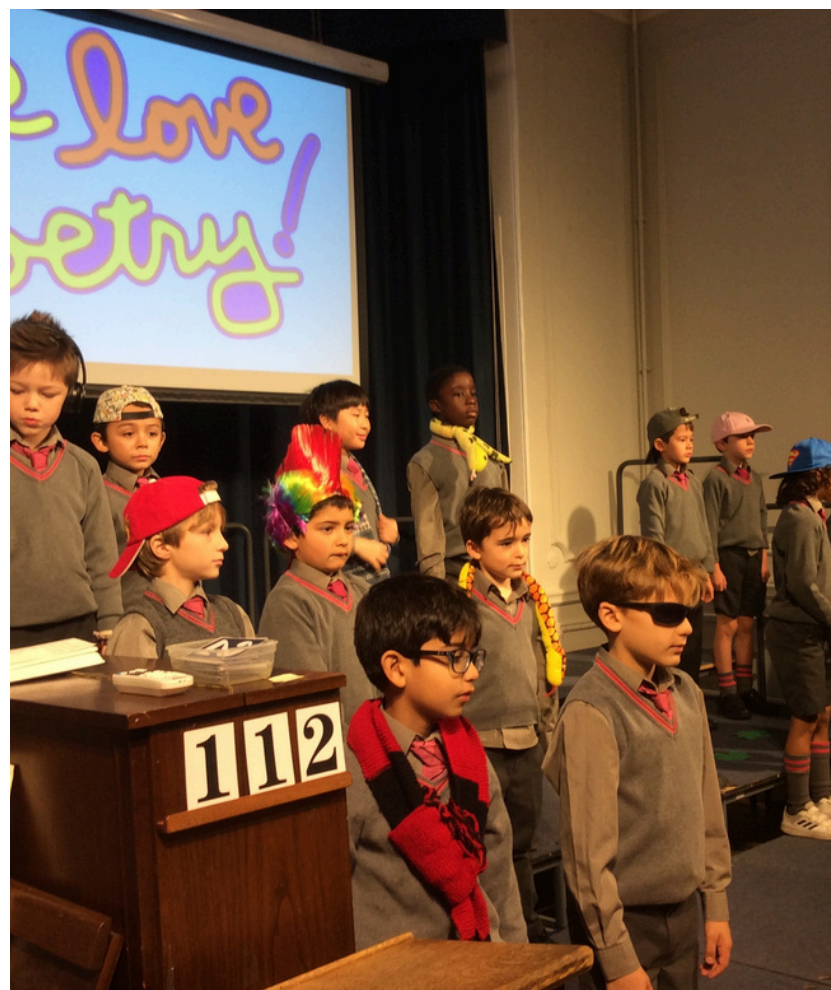
The Hall is a leading independent day school for boys aged 4-13, established in 1889 and based in Hampstead in North London. The School caters for approximately 470 pupils across its three sites, with the Junior School (Reception to Year 3) at 69 Belsize Park; the Middle School (Years 4 and 5) and the Senior School on opposite sites in Crossfield Road.

Carl Rycroft, the Headmaster, was appointed in 2024, with an ambition to improve the experience of pupils through a programme of capital investment and regeneration which will increase the facilities and the opportunities which the boys have to engage with a broad, diverse and academically challenging programme. The Headmaster is also very focused on developing in the boys the skills for the sort of lifetime of learning that creates rewarding, diverse and distinctive lives.

Hall boys have a fulfilling and exciting week, both personally and socially, experiencing huge breadth and depth in the curriculum. From their earliest days in the School every boy is encouraged and supported to delve into the variety of learning on offer. There is an expectation that the boys will give of themselves with confidence while truly understanding the importance of the values of endeavour, honesty, and integrity.







The Junior School aims to build strong foundations and foster a love of learning from the outset. Our child-centred environment and nurturing approach inspire the boys not only to be independent in their thinking but also in taking risks within their learning, therefore developing into inquisitive boys with a lifelong thirst for learning.

The School is ambitious for the boys academically and is proud of the senior schools they go on to, with a good proportion of the boys going to the top London day schools such as Westminster, St Pauls, City of London and UCS and to boarding schools such as Eton, Winchester and Harrow. Yet equally the staff place an emphasis in preparing the boys for the future beyond their next school, through nurturing their adaptability to new learning environments as much as through specific subject knowledge. We aim to help Hall boys acquire and secure formative ways of learning in the ever-changing wider world.

More information on The Hall can be found at [www.hallschool.co.uk](http://www.hallschool.co.uk)



# THE ROLE

**JOB TITLE**

Junior School Matron

**START DATE**

1st September 2025

**REPORTING LINE**

Head of Junior School

**FULL TIME/PART TIME**

Full-Time (8am to 4:30pm)

**SALARY**

Competitive Salary

**LOCATION**

69 Belsize Park, London NW3 4EH

**PROFESSIONAL DUTIES**

You are expected to act in accordance with the aims, policies and administrative procedures of the School



# MAIN DUTIES AND RESPONSIBILITIES

## Medical

- Check medical files and parents' correspondence for problems such as asthma, anaphylaxis, diabetes or other allergies
- Keep boys' own medication labelled, and in a safe place.
- Keep medical and first aid supplies up to date.
- Keep a record of all incidents requiring Matron's attention
- Liaise with other matrons at the Senior School to discuss medical problems and inform the school's leadership team and teachers accordingly
- Liaise with form teachers, Learning Support teachers, therapists and the School Counsellor on subjects concerning boys' emotional welfare/support and special needs.

## Administration

- Ensure communication on health matters between boys, parents and staff and provide relevant information when necessary.

- Maintain and up-date records of parent's telephone numbers and addresses, together with back-up numbers for emergencies. Produce an updated list of boys with special medical needs at the start of each academic year.

## Health and Safety

- Supply sports staff and other staff as appropriate with relevant medical information, first aid kits and ice packs.
- Advise kitchen staff about boys' food allergies and special dietary needs.
- Ensure appropriate First Aid training for staff
- Be aware of and implement the school's policies in all relevant health and medical areas such as First Aid, Health and Safety and Safeguarding (Child Protection)



## General

- Collect and distribute lost property
- Help the office staff when able

## Health and Safety

- Communicate regularly with the Director of Operations any Health and Safety issues regarding the welfare or safety of the pupils or staff.
- Be familiar with the school's fire safety procedures and participate in fire drills
- Liaise with the school's designated person on matters of Safeguarding (Child Protection)

## All members of staff are required to:

- Promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Child Protection officers or to the Head
- You may also be required to undertake such other comparable duties as the school requires from time to time by the Head of the Junior School.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the Professional Review process.







# THE PERSON

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The Hall School is seeking a caring and enthusiastic School Matron to join our dedicated team.

The successful candidate will be responsible for the day-to-day health and well-being of our students, providing first aid, administering medication, and supporting students with special needs.

This is a rewarding opportunity to contribute to the well-being and safety of our students, from Reception to Year 3.

This position is a full time, term time only position. Working hours 8am to 4:30pm.

We welcome applications from across the full range of settings.



## Person Specification

The Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>Extra qualities which can be used to differentiate applicants</i>	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>First Aid at Work/Paediatric First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>Nursing Qualification</li> <li>Counselling experience</li> </ul>	<i>Application and interview</i>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Appropriate and updated medical training and experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting with children aged between 4 and 8 years old.</li> </ul>	<i>Application</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent written and spoken English.</li> <li>Ability to use excellent nursing skills and evidence-based practice when treating injured or sick pupils.</li> <li>Flexible with a 'can-do' approach and able to take <u>initiative</u>;</li> <li>The ability to communicate effectively at all levels.</li> <li>Able to work calmly under pressure and manage a diverse workload</li> <li>High levels of attention to detail and accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using management information software to manage medical records</li> </ul>	<i>Application, interview and tests</i>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness and understanding of safeguarding and welfare of children</li> <li>Knowledge of Microsoft packages.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of ISAMS</li> </ul>	<i>Application and interview</i>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Warm, friendly manner with a communicable desire to help</li> <li>An understanding for the need for discretion <u>at all times</u></li> <li>A confident, professional manner and dress sense</li> </ul>	<ul style="list-style-type: none"> <li>A willingness to be involved in the wider life of the <u>School</u>.</li> </ul>	<i>Interview</i>





# HOW TO APPLY

Visits to the school or conversations with the Headmaster are warmly invited. For further information or to arrange a phone call, or a visit, please contact:

**Immy Webber, Human Resources Officer**

**T: 020 7449 6912**

**E: [humanresources@hallschool.co.uk](mailto:humanresources@hallschool.co.uk)**



If you think you have the skills and qualities to be a part of our exceptional organisation, please submit your application via the [Hall School portal](#).

**Closing Date for Applications: 26th February 2025 23:59**

**Interview Date: Interview Date: 3rd March 2025**