



UT VOCE ITA VITA

## EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

# Boarding House Matron

**For September 2019 – or as soon as possible thereafter**

We are seeking to appoint a high-calibre individual to the post of Boarding House Matron. This is a part-time role (24-30 hours a week over 6 days; 38 week a year) and city-centre accommodation is provided.

This is a key appointment for the School, and at its essence is the expectation to support the Head of Boarding in the domestic, pastoral and care of the boarders and of the Boarding House. The BHM will be someone with significant abilities in forming, maintaining and promoting first-rate relationships with pupils, parents/guardians and staff, and someone who is passionate about the happiness, safety and well-being of the children in her/his care and about working hard to support and promote the good name of the Boarding House and the School. The BHM will be organised, hard-working, efficient and proactive, and will display a can-do attitude, a willingness to learn and undertake further training, a degree of grit and a sense of humour.

Founded in the 12<sup>th</sup> century as a chorister school, ECS now educates some 250 pupils, including the choristers of Exeter Cathedral. The successful candidate will be joining a friendly, motivated and dedicated team, under the inspirational leadership of the School's Head of Boarding. It is envisaged that, in the first instance, this will be a fixed-term post for the academic year 2019-20 (with the possibility of a permanent post thereafter).

For an 'Information for Candidates' pack and an application form, please contact the Bursar's Assistant, Mrs Rosie Hankin: [r.hankin@exetercs.org](mailto:r.hankin@exetercs.org). Information about the School can be found at [www.exetercathedralschool.co.uk](http://www.exetercathedralschool.co.uk). Additionally, potential candidates are very welcome to have an informal conversation about the post with the Head of Boarding.

The deadline for applications is 12 noon on Friday 21<sup>st</sup> June 2019. Interviews for shortlisted candidates are likely to take place in the week beginning 24<sup>th</sup> June. The School reserves the right to interview and appoint at any time.

*Exeter Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The successful applicant will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

Exeter Cathedral School • The Chantry • Palace Gate • Exeter • EX1 1HX

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