



Matron - Senior Girls' House

To start August 2026



The Role

We are seeking to appoint a caring, organised and reliable Girls' House Matron to support the day to day running of a senior girls' boarding house. This is a key pastoral role, providing practical support and contributing to a warm, welcoming and well-managed environment in which pupils can feel at home.

Working closely with the Housemistress and wider house team, the Matron will assist with the domestic organisation of the house and support pupils in their daily routines, wellbeing and general care. The role requires a calm, approachable individual who can build positive relationships with pupils while maintaining high standards within the house.

This is a term-time position, working 44 hours per week, offering the opportunity to play a valued role within a close-knit boarding community.

The successful candidate will demonstrate strong organisational skills, a proactive approach and a genuine interest in supporting young people. Previous experience in a pastoral, boarding or care environment would be advantageous but is not essential.

The role offers the opportunity to contribute meaningfully within an individual house while also being part of a wider, supportive network of colleagues committed to delivering high-quality pastoral care within a thriving boarding environment.

Strathallan School

Strathallan School is a leading co-educational boarding and day school with an outstanding reputation for academic excellence, sporting achievement, and creativity in the arts. Situated in the beautiful Earn Valley, the School occupies a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is a short drive away, and convenient motorway links provide easy access to Edinburgh, Glasgow and the Scottish Highlands.

The campus combines traditional architecture with modern, purpose-built facilities. The main building, a Grade B listed property, was originally a private mansion and became home to Strathallan in 1920 when the School moved from its original 1913 site.

Strathallan's dedicated teaching and support staff work collaboratively across a range of departments including Administration, Finance, Domestic Services, Human Resources, Estates, Grounds, IT, External Relations, Catering, and Medical. Each department plays an integral role in ensuring the smooth and effective running of the School. The Head of each department (with the exception of External Relations) reports to the Bursar, while the Director of External Relations, like the Headmaster & CEO and the Bursar, is a member of the School's Executive. The Executive Team also includes the Head of Senior School and the Head of Prep School, all of whom work together to ensure the effective leadership and strategic direction of Strathallan. Collectively, the Executive are accountable to the Board of Governors for all aspects of the School's operation and development.



Harry Riley & Strathallan's Values

Strathallan School's values are deeply rooted in the vision of its founder, Harry Riley. Born in 1888 in Bradford, Riley came from humble beginnings and, having been prevented from joining the Royal Navy due to colour-blindness, chose teaching as his life's vocation, despite not attending university, qualifying instead through the Licentiate of Preceptors. From the outset, and as something of a disruptor, he believed in education as a transformative force - one that nurtures character, uncovers potential, and inspires young people to achieve their best through knowing pupils as individuals and allowing them to enjoy education rather than promote the drudgery felt to be 'character building' at the time.



When Riley founded Strathallan in 1913, he established principles that remain at the heart of the School today: every pupil should be recognised and valued as an individual; education should be enjoyable and inspiring; hidden talents and character should be discovered and nurtured; and hard work is essential to achieving meaningful, lasting success. These guiding principles have created a culture of excellence, resilience, and innovation that continues to define Strathallan over a century later.

Building on this foundation, Strathallan looks to the future with a commitment to serving its community, broadening opportunities for its pupils, and leading strategic initiatives (educational, pastoral, cultural, sporting and commercial alike) that strengthen the School's impact as an educational charity fit for the 21st Century. The estate, facilities, and the programmes they allow are not only designed to support educational excellence but also to enable projects and initiatives that benefit the wider community, reflecting the school's mission to make a positive difference both locally and beyond.

The Matron Team

A well-established and highly valued Matron team sits at the heart of Strathallan's boarding provision, comprising of seven matrons across the senior boarding houses and one within the Prep School. Collectively, the team plays a central role in supporting the pastoral life of the school, ensuring that pupils experience a consistent, caring and well-structured environment across all houses.

The Matron team works in close collaboration, meeting regularly to share best practice, discuss emerging themes and support one another in managing the day-to-day demands of boarding life. These meetings provide an important forum for open discussion, problem-solving and the ongoing development of the role, helping to ensure that standards remain high and that approaches are aligned across the school.

There is a strong culture of teamwork and mutual support within the group, with matrons readily sharing knowledge, offering advice and drawing on each other's experience. This collaborative approach enables the team to respond effectively and sensitively to the needs of pupils, while also fostering consistency in routines, expectations and care across the boarding community.

Key Responsibilities

The Matron is responsible for supporting the day-to-day pastoral care and domestic organisation of a senior girls' boarding house, ensuring a safe, comfortable and well-ordered environment in which pupils can thrive. The role plays a vital part in the wellbeing of pupils, providing practical support, guidance and a consistent, reassuring presence within the house.

Working closely with the Housemistress and wider pastoral team, the Matron contributes to the smooth running of the house, supporting pupils in their daily routines and promoting high standards of care, organisation and personal responsibility. The Matron also works collaboratively with the wider Matron team across the school, sharing best practice and maintaining consistency in the delivery of pastoral support.

Through building positive relationships with pupils and colleagues alike, the Girls' House Matron supports the development of a welcoming and respectful house culture, aligned with the school's values and commitment to providing an outstanding boarding experience.

The role is expected to include the below key responsibilities:

Pastoral, Health and Wellbeing

- ◇ Support the health, wellbeing and pastoral care of pupils within the house, acting as a consistent and approachable presence.
- ◇ Respond to day-to-day medical needs, including attending to unwell pupils, administering medication in line with school policy, and referring concerns to the Health Centre where appropriate.
- ◇ Assist with medical appointments and, where necessary, accompany pupils to the Health Centre or hospital.
- ◇ Maintain accurate, up-to-date and confidential pupil records, including medical and wellbeing information.
- ◇ Monitor and report pupil absences in line with school procedures.
- ◇ Contribute to safeguarding and the promotion of pupil welfare at all times.

Pupil Support and Communication

- ◇ Work closely with the Houseparent to support the care, supervision and personal development of pupils.
- ◇ Build positive relationships with pupils, providing a supportive, organised and empathetic presence within the house.
- ◇ Liaise with parents, in consultation with the Houseparent, regarding pastoral, welfare and domestic matters.
- ◇ Support pupils during key transition points, including induction and settling into house life.
- ◇ Communicate effectively with colleagues regarding pupil wellbeing, maintaining appropriate confidentiality and accurate records.

Domestic and House Operations

- ◇ Contribute to the smooth day-to-day running of the house, ensuring a clean, organised and welcoming environment.
- ◇ Oversee pupils' clothing and uniform standards, including laundry arrangements, repairs and issuing items as required.
- ◇ Assist with the organisation of house routines and support high standards of presentation and housekeeping.
- ◇ Support the operation of the House tuck shop as required.

General Duties

- ◇ Work collaboratively with the wider Matron team, providing cover and support where required.
- ◇ Attend house and school meetings and participate in staff review and development processes.
- ◇ Maintain a good working knowledge of school policies, including safeguarding, health and safety and pupil welfare.
- ◇ Support boarding house security and assist with events such as prospective pupil visits.
- ◇ Undertake any other duties reasonably required in line with the nature of the role.

Note - *This job description outlines the principal duties and responsibilities of the role; however, it is not intended to be exhaustive. The postholder will be expected to undertake such other duties as may reasonably be required by the Houseparent or Headmaster, in line with the general purpose and level of the post.*

Who are we looking for?

Qualifications/Attainment–Essential:

- ◇ A sound working knowledge of safeguarding and child protection practices.

Qualifications/Attainment–Desirable:

- ◇ A childcare or nursing qualification.
- ◇ A valid first aid certificate or a willingness to undertake training.
- ◇ Registration with the Scottish Social Services Council (SSSC), or willingness to work towards registration (essential).

Skills and Experience – Essential:

- ◇ Experience working with children or young people, with an understanding of their wellbeing and care needs.
- ◇ Ability to work independently and manage responsibilities effectively without direct supervision.
- ◇ Strong administrative skills, including accurate record keeping and the use of email and basic systems.
- ◇ Excellent verbal and written communication skills, with the ability to engage confidently and professionally with pupils, parents and staff.
- ◇ Strong listening skills, with a calm, empathetic and supportive approach.
- ◇ A professional and reliable attitude, with the ability to use initiative and respond appropriately to situations as they arise.

Skills and Experience – Desirable:

- ◇ Previous experience in a similar pastoral, boarding or care role.
- ◇ Experience working within a school environment.

Personal Characteristics–Essential:

- ◇ Strong organisational skills, with the ability to manage a varied workload and maintain high standards within the house.
- ◇ A caring, approachable and patient manner, with a genuine interest in supporting young people.
- ◇ Discretion and the ability to handle sensitive information with professionalism and confidentiality.
- ◇ A flexible and adaptable approach, able to respond to the changing needs of a busy boarding environment.
- ◇ Ability to build positive working relationships and contribute effectively as part of a team.
- ◇ A proactive and practical approach, with a willingness to take initiative and support the smooth running of the house.

Terms of Appointment

Remuneration

- ◇ The salary for this role is competitive.

Hours of work

- ◇ This is a term-time position, working approximately 180 days per year. The normal working hours are 07:30 – 17:00, with a break for lunch. There may be an occasional requirement for flexibility in working hours to support the needs of the boarding house.

Pension Scheme

- ◇ A contributory pension scheme with an employer contribution of 4%.

Occupational Sick Pay

- ◇ Occupational sick pay following the first year of service.

Benefits

- ◇ On-site parking.
- ◇ Death-in service cover.
- ◇ Free lunch during term-time.
- ◇ Discounts in 100's of retailers.
- ◇ Cycle to Work Scheme.
- ◇ Blue-light card eligibility.

Other Information

- ◇ Any offer of employment will be subject to Safer Recruitment checks, including suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK. The successful candidate will also be required to hold registration with the Scottish Social Services Council (SSSC), or demonstrate a willingness to work towards this.

Application Process

- ◇ Further details of the school are available on the School's Website www.strathallan.co.uk
- ◇ If you would like to apply, please submit your application online by 24th May 2026. The interviews will be arranged shortly after.
- ◇ For any queries regarding the role or the application process, or to arrange an initial conversation, please contact us at: hr@strathallan.co.uk.



STRATHALLAN
SCHOOL

Opportunities for *all* to excel

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