



## Matron

**To apply, please complete the application form [here!](#)**

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate, Inspire, and Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

As a Matron, you will be responsible for overseeing the residential house, ensuring the welfare, safeguarding, and discipline of students and taking part in activities and excursions where necessary. You will act as the primary contact for student welfare concerns, creating a secure, inclusive, and enriching residential experience.

## Job Description

**Contract Type:** Fixed Term

**Reporting to:** House Parent

**Opportunity for Progression:** House Parent

## Pre-Summer Preparation

- Attend an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

## Summer Delivery



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- Create a safe, secure, and welcoming environment for students.
- Help the Centre Management ensure that students are met with a warm and efficient welcome.
- Ensure that each student's cultural, religious, and dietary needs are met and respected by liaising with the Centre Management team.
- Ensure that all students are aware of the correct routes around the campus.
- Meet students on a regular basis throughout the day. Ensure they have arrived for scheduled lessons / activities. Participate in wake up/goodnight rounds.
- Work with the UKLC team and group leaders to maintain discipline.
- Liaise with relevant team members to ensure that any problems regarding student welfare are communicated.
- Be the first point of contact for students for any issues.
- Encourage and motivate students to participate fully in activities and excursions.
- Ensure students understand the procedure for emergency evacuation of the house and help to carry out drills.
- Hold daily meetings with students in their house.
- Attend regular meetings with the Centre Management team and other team members to ensure you are aware of any amendments to programmes/timings that you will need to inform the students of.
- Ensure that all signs on the house notice boards are age appropriate and up to date.
- Conduct regular room checks.
- Provide snacks and drinks to students in the house when required.
- Maintain the good name and reputation of UKLC and the Wycombe Abbey Summer Programme at all times.
- Ensure that all students' laundry is done and returned to students on a weekly basis.



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- With the support of the Host School team, keep the house secure, making sure that only authorised persons have access to the house at any given time.
- Listen to all student concerns and take appropriate action.
- Deal with conflicts between students or any student disciplinary issues in a calm and measured manner.
- Report illness and other issues promptly.
- Actively contribute to any activity sessions or excursions you are allocated.
- Help in collecting/distributing phones for night-time when necessary

## Summer Feedback and Admin Tasks

- Help allocate rooms to students, alongside the House Parent and Centre Manager.
- Keep regular, accurate registers of students.
- Complete exit feedback at the end of your contract.

## Safeguarding Responsibilities

- UKLC and Wycombe Abbey School are committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Maintain the good name and reputation of UKLC and Wycombe Abbey School at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Act as a positive role model, promoting UKLC's values at all times.



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- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book at all times.

## Working Hours

The Matrons' shifts are six days a week. Shifts would be at one of the following times:

- 7am – 3pm (including an unpaid half-hour break)
- 3pm – 11pm (including an unpaid half-hour break)

If you work the early shift one week, you will flip to the later shift the following week and vice-versa.

## Salary and Benefits

- Full-board accommodation is provided for residential team members. We do not deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- Weekly salary (including holiday pay) is £644.40.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working with young people.</li></ul>	<ul style="list-style-type: none"><li>• Experience with English learners</li><li>• Experience of providing pastoral care to under-18s</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Level One 'Basic Awareness Safeguarding' trained</li></ul>	<ul style="list-style-type: none"><li>• A first aid qualification</li><li>• A nursing qualification or equivalent</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Strong communication and interpersonal skills</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of excursions / activities</li><li>• Knowledge of the local area</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Adaptability and flexibility</li><li>• Energy and enthusiasm</li><li>• Ability to work as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Enthusiastic and able to enthuse others</li><li>• Able to make decisions and show initiative.</li></ul>
<b>Legal Requirements</b>	<ul style="list-style-type: none"><li>• Full right to work in the UK.</li></ul>	
<b>Safer Recruitment Checks</b>	<ul style="list-style-type: none"><li>• Minimum of 2 reference checks.</li><li>• Enhanced DBS Check.</li><li>• Overseas Police Check (if applicable).</li><li>• Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory</li></ul>	



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guidance for safer recruitment.

- We will seek to run Prohibited List Checks (if applicable).

## Available Dates

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Wycombe Abbey Summer School is running from 6<sup>th</sup> July – 17<sup>th</sup> August 2026 at Wycombe Abbey School in High Wycombe.

## Join Us! Ready to inspire? [Click here](#) to apply!

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!