



Lancing College



Appointment of
Residential Matron of Manorside

The College

At Lancing College, we believe that the most meaningful education is one that encourages pupils to think critically, act with integrity, and grow in all aspects of life. With a broad range of opportunities to explore their passions, challenge themselves, and engage with the world around them, our young people leave Lancing not only ready for the future but eager to shape it. It is this blend of strong academic foundations, personal growth, and a genuine sense of community that makes Lancing a truly special place to be.

Lancing, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to live and work, and one where tradition and modernity sit comfortably side by side.

The College is friendly, ethical, vibrant, and outward-looking. We treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status. We particularly encourage applications from under-represented groups. The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The latest inspection report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London](#)

The school roll currently stands at its largest for many years with over 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has approximately 260 day pupils on roll at Lancing Prep at Hove, 195 day pupils on roll at Lancing Prep at Worthing and 145 day and boarding pupils on roll at Dorset House School. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Design & Technology, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Dr Scott Crawford, has been in post since August 2025.

The Bursar, Mr Mark Milling, has been in post since August 2013.

The Appointment

The Matron's role is one of support to the Housemaster or Housemistress and Tutors in establishing the ethos of the House; to act as a surrogate parent, offering a sympathetic ear when appropriate and advise on personal hygiene. The Matron's role provides a significant and important contribution to the overall welfare of the pupils in the school. The role also includes being the first point of call if a pupil is feeling unwell, liaising closely with the Health and Wellbeing Hub and the Housemaster or Housemistress. The Matron will manage the housekeeping staff within the House, supervising cleaning and laundry, repairs and maintenance.

In Manorside, which is a small boarding house annexed from Manor House, the Matron will be expected to perform domestic cleaning duties as well as the core Matron role. An appraisal scheme for Matrons is conducted annually.

Job Title: Residential Matron

Reporting To: Matron of Manor House, The Bursar in conjunction with the Housemaster or Housemistress

Key Tasks and Responsibilities

Pastoral

- To help and support the Housemaster/Housemistress in the smooth running of the Boarding House
- Be alert to any signs of individual problems and provide sympathetic, understanding and personal contact with the pupils in the House.
- Be a person in the House, other than the Housemaster/Housemistress or House Tutor, to whom pupils may turn when problems arise.
- To work closely with the Housemaster/ Housemistress in ensuring and maintaining a happy and secure environment within the House in which all pupils can thrive.
- To be resident overnight across term time when on duty and to respond as required, with other resident staff, to any occasional overnight emergency (e.g. a fire alarm or a distressed or unwell pupil).

Health

- To provide a watching brief on the health of pupils and maintain working contact with the School Health Centre.
- To follow the protocols for the administration of medication established by the Health Centre.
- Along with other residential staff, transport pupils to such medical appointments or hospital appointments as are deemed necessary and, in an emergency, accompany pupils in an ambulance to hospital.

Housekeeping

- To manage the team of domestic staff within the House and ensure their effective working.
- To supervise and maintain pupils' clothing and bedding.
- To ensure that clothes for dry cleaning are dispatched and returned.

- In conjunction with the Housemaster/Housemistress, ensure standards of tidiness are maintained in bedrooms, day rooms, bathrooms etc. and that hygiene standards are maintained in pupil kitchen areas.
- To ensure standards of cleanliness are maintained throughout the House, liaising with and having oversight of designated cleaner(s).
- To report any defects in the fabric, fittings or furnishings of the House through the appropriate channels, keeping the Housemaster/Housemistress apprised.
- In conjunction with the Housemaster/ Housemistress organise Household Renewals and ensure the good upkeep of the House.
- To ensure the preparation of the House for such external lettings as may occur during holiday periods.

Domestic Assistant

- To clean any areas within the House as directed by the House Matron to the required standard.
- To clean and maintain all equipment as instructed.
- To comply with instruction relating to security and confidentiality.
- To manage the laundry requirements of the pupils in the Boarding House.
- To observe and comply with the Health and Safety policy and code of practice for cleaning staff and to observe COSHH regulations.
- To ensure that the manufacturer's instructions for the safe use of cleaning materials are complied with and that the proper safety clothing is worn as laid down. If in doubt, advice must be sought from the House Matron.

In Addition

- To work closely with the Housemaster/Housemistress and House Tutors to ensure comprehensive cover of the House.
- To attend regular meetings of House Matrons with the Bursar and half-termly Pastoral Meetings with the Assistant Head Pastoral and Assistant Head Safeguarding.

Specific Duties

- To comply with instructions relating to security and confidentiality.
- To observe and comply with the Health and Safety policy of the College and to ensure housekeeping staff always observe COSHH regulations and safe working practices.
- To undertake Fire warden training (as for all staff), to comply with the school's Health and Safety policy and fire regulations,
- To adhere to the principles and requirements of the school's Safeguarding Policy, with regard to the key pastoral nature of the role.

Special Occasions

- There will be occasions when there are days in the College's calendar that require a Matron to be on duty e.g. Open Day at the beginning of May and Founder's Day at the end of May. On such days the Matron is expected to ensure the House is open to College visitors by organising housekeeping staff accordingly and on any occasion to receive College visitors in House.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

Person Specification

- Strong interpersonal skills when working with children, colleagues and parents.
- A self-starter and a good team player; able to work independently and to work within the Matrons team.
- Highly motivated, hardworking and passionate about education.
- Innovative and creative thinker, able to inspire confidence in children and their parents.
- Warm and positive with a 'can-do' mindset.
- Organisation, discretion, flexibility and attention to detail.
- Desire to be fully involved in the life of the school.
- The ability to manage and develop a team of Domestic Assistants.

Qualifications

- A First Aid qualification is desirable but not necessary as training will be given in this field.
- A valid, clean UK Driving License is highly desirable, but not essential.

What we can offer you:

- Rent-free accommodation with no charge for gas, water, or electricity.
- Term-time only working but year-round accommodation.
- Complimentary lunch.
- A range of other meals as part of the celebratory cycle of the year.
- Comprehensive wellbeing support from Lancing's Employee Assistance Programme which provides employees with a 24/7 support helpline and wellbeing tips including professional advice.
- Free tickets to College musicals, dance and drama performances.
- Access to books, magazines and DVDs from the College library.
- Staff social events, Christmas parties and end of term celebrations.
- Use of gym and swimming pool facilities.
- Free parking at our onsite car parks and access to the cycle to work scheme.
- Discounted childcare at Little Lancing Nursery and Forest School.

Application Procedure:

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.org.uk. Please send any emails to recruitment@lancing.org.uk

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Closing date: Friday 22 May 2026

Terms and Conditions

- Salary is £26,000 - £28,000 per annum commensurate with the experience of the successful candidate.
- The Matron shall be entitled to be absent from the College during the School holidays but will be required to work for the equivalent of not more than three days following the end of one school term and for not more than three days prior to the beginning of the next school term. The school term is inclusive of staff INSET days.
- This is a residential post provided with a spacious one-bed flat attached to Manorside's House. There is no charge for accommodation, gas, water or electricity. Council Tax is paid by the College. All food is provided during term time only. The Matron may continue to live in School accommodation during holiday time.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Nursery and Pre-School level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-

rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.

- Employment will be subject to a probationary period of one year. Two months' notice will be required on each side to terminate this contract during the probationary period, after which one term's notice is required.

Further Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.