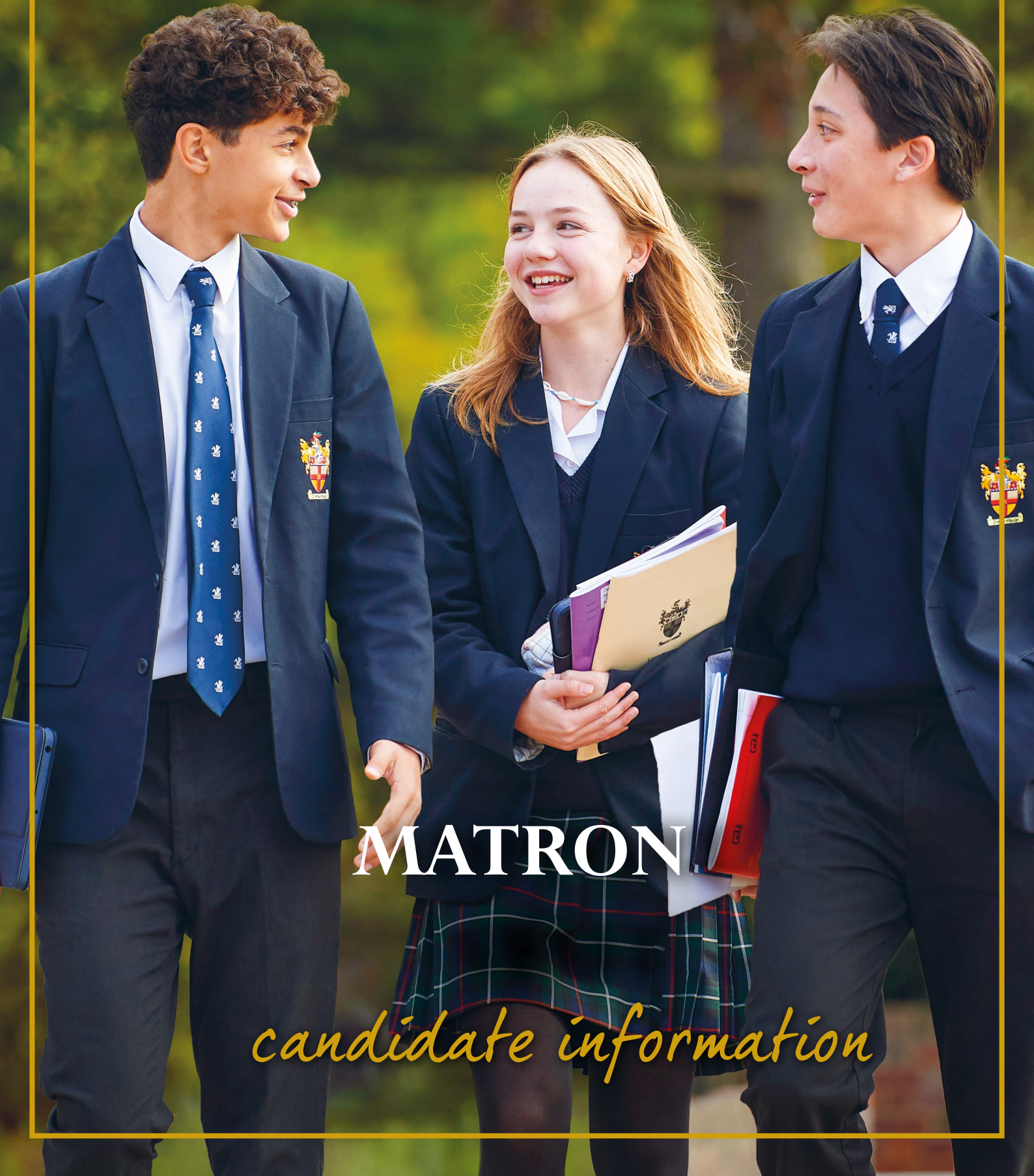




THE **Leys**
CAMBRIDGE



MATRON

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



Clare Ives
Head

Matron (School House)



The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority.

We are seeking an experienced Matron to provide pastoral care and guidance within a Boarding House (School House) for boys Years 9 - 13.

Boarding at The Leys

You will be working closely with the Housemaster and House Team, to ensure a warm, purposeful, and pleasant atmosphere and routine within your house.

Your working hours will be 07.30 – 15.30 Monday to Friday, working 35 weeks of the year.

The Leys School Term Dates





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



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Pupils contribute in a myriad of ways to school life and the local community. They are exceptionally respectful, kind and courteous to others.



Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that “Inspirational and creative teaching is a significant contributory factor to pupils’ positive attitudes to learning” sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils’ academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys’ Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

“ A thoughtfully planned extra-curricular programme, that is responsive to the interests and talents of pupils.



The Role

School House

School House is the oldest house at The Leys, dating back to 1878. It houses 50-60 boy boarders and home-boarders between the ages of 13 and 18. Centrally located in the school, School House took up its current residency in 1989, before which it occupied what is now Dale House.

School House is an eclectic community at the heart of The Leys. A boarding House of 55 boys aged 13-18 it is proud of its traditions and doing things a little differently. It has the 'Eyrar' system of five House teams, where boys from each year work together under a House Under Prefect to support each other and aid in the day-to-day running of the House. This system fosters integration between the year groups and a great sense of community. Charity plays an important part in the life of the House and the Charity prefect is a significant role in the Upper Sixth.

The boys display all the talents you would expect from Leysians, and there are always sportsmen, actors, academics and keen cadets in the House: there is no such thing as a typical School House boy. The Swan Club organise teams for House competitions, and also take responsibility for awarding and recording Sporting Colours. The House also has 1878 colours which reflect the wide contribution boys make to the life of the school and wider community.

School Matron

Main purpose of the role:

- To provide full Matron support to a Boarding or Day House, facilitating the efficient day-to-day running of the House and act as a link between pupils, parents and HsMs
- To create a warm, homely, welcoming and encouraging atmosphere for our pupils

The Post

Job Description

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

Key Tasks:

Welfare

- To provide a sympathetic presence in the house, being sensitive to those who are having difficulties coping with school life; guiding them to make sound choices; liaising closely with other relevant staff concerning the progress and welfare of pupils; passing on all concerns about individuals in the House to Boarding Staff, School Nurse or DSL; and contributing to the induction arrangements for new pupils joining the house so as to provide the highest standards of care and an environment where pupils are happy and can thrive

Health and Medical Arrangements

- To oversee medical arrangements in House by holding daily 'surgeries' at appropriate times; referring medical matters to the School Nurse, doctor, or the hospital when appropriate; responding to medical emergencies; dealing with routine appointments; attending to sick children, including those in the Sick Bay; covering for matrons in other Houses; and administering any prescription or non-prescription medication in accordance with the School's guidelines, as directed by the School Nurse in order to provide health care to boarders

Communication and Record keeping

- To ensure that appropriate, accurate, and up-to-date written records are kept and communications made to HsM, AhsM, Tutors, the School Nurse, parents, appropriate departments within the School (such as Catering, Maintenance, Housekeeping,) and other agencies involved, liaising with other matrons as necessary so as to comply with medical protocols, adhere to School policies, pass on information and ensure the best care is efficiently provided to the boarders.

Uniform and Laundry

- To be responsible, together with the wider House team, for the care, supervision, cleanliness and presentation of pupils in the house, being aware of the school uniform and clothing requirements of pupils; ensuring that they have all the items they require; organizing and carrying out the washing of all Boarding House laundry; arranging for the appropriate repair of clothing, and its replacement when necessary in order to maintain high standards of presentation and preparedness amongst the pupils

Continuous improvement & Development

- To ensure personal practice is up to date and relevant to modern teenagers and their needs

Stores and supplies

- To order adequate supplies of materials and equipment (medical items and other domestic materials), Kitchen and Housekeeping stores and store them safely, in order to keep the House supplied with necessary stocks.

Domestic responsibilities

- At the beginning and end of holidays, to supervise the clearing up of the house; to carry out a check of all bedding, furniture, fixtures and fitting, preparing a list of repairs and maintenance for submission to the maintenance department; to advise on the replacement or renewal of bedding, fixtures and furnishings; to supervise the preparation of dormitories; to carry out a check on furnishings to ensure that all are in good order, repairs carried out and that the rooms are clean and presentable in order maintain a high standard of presentation of the House

Safeguarding Policies and Procedures

- To be fully familiar with, and adhere to, the be aware of the requirements of the National Minimum Standards for Boarding Schools; school policies especially those pertaining to child protection/safeguarding, anti-bullying, substance misuse and Health and Safety, and to be ensure the appropriate response needed in these areas; the contents of the Boarding Handbook and to follow the practices outlined therein; to provide adequate levels of care to boarders and support colleagues in maintenance of a strong safeguarding culture

Other

- To assist with open mornings and other special pupil/parent events as required and attend Speech Day

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• A working knowledge of First Aid and experience of administering homely remedies• Discretion, confidentiality and when to disclose information• Excellent understanding and commitment to Safeguarding and child protection	
Experience	<ul style="list-style-type: none">• Ability to use management information systems e.g iSAMS• Self-motivated and able to demonstrate previous organisational ability• Experience of working with children or young people	<ul style="list-style-type: none">• Experience of working in the education sector
Skills	<ul style="list-style-type: none">• Practical, warm and sympathetic personality• Patience and the ability to remain calm in stressful situations• Ability to work well with others• Excellent communication skills• Aptitude and interest in working with children	<ul style="list-style-type: none">• Flexible, adaptable, team player
Qualifications	<ul style="list-style-type: none">• Good level of general education	<ul style="list-style-type: none">• Nursing degree• NVQ or other related qualification in working with children or young adults

How to *Apply*

To apply:

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by 09.00 on **Thursday 21 May 2026**.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974. By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**

C A M B R I D G E

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