

# PANGBOURNE

— A community where you can flourish —

## MATRON - ILLAWARRA - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Matron - Illawarra Department: Domestic			
Qualifications	Essential	Desirable	Method of assessment
Educated to GCSE or equivalent	★		Application form Interview
Previous experience in a similar role		★	
Skills and Experience	Essential	Desirable	Method of assessment
Excellent IT skills, especially with Google suite and Microsoft Office	★		Application form Interview
High level of written English and an ability to communicate in a professional and timely manner	★		References
Provide practical support to other Matrons	★		Assessment exercise
Excellent attention to detail and accuracy	★		
Proficient in sewing and minor repairs to clothing.	★		
Experience of working in a school environment		★	

Personal Qualities	Essential	Desirable	Method of assessment
Able to maintain standards of discipline within the House	★		Interview Assessment exercise
Capability of maintaining high standards	★		
Interest in working in a school environment	★		
Ability to work under pressure	★		

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Professional, social confidence, positive, patient, resilient, kind, reliable, supportive	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		