

Matron

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently around 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. Since 2020, Harrow Hong Kong has featured as one of the top 150 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's and CARFAX Index. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work. Our pupils go on to some of the most prestigious universities across the world including Oxford, Cambridge, Imperial, LSE, UCL, Durham and Edinburgh in the UK; Harvard, Stanford, Yale, Princeton, UPenn, UC Berkeley and UCLA in the US; and HKU, CUHK and HKUST in Hong Kong, as well as Tsinghua and Peking in Mainland China.

Job Title: Matron

Job Purpose: To work closely with the House Masters/ Mistresses (HMs) and residential teams in providing pastoral care and guidance to pupils whilst ensuring a warm, caring and purposeful atmosphere within the Houses.

To support and liaise closely with the Health Care Centre.

To support the domestic services within the Houses and ensure that there are high standards of cleanliness, tidiness, health and safety.

Start Date: August 2026

Reporting Line: Deputy Head (Pastoral, Boarding and Safeguarding)

Job Description

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

Specific aims and key responsibilities are:

Main Responsibilities:

- Looking after the health, welfare and wellbeing of all the pupils upholding our values of 'a caring, respectful community in which everyone thrives'
- Assisting pupils who need support with organisation & ensuring appropriate support for Individual Needs (SEND) pupils

- Developing systems and procedures in Boarding Houses to ensure pupils develop responsible habits
- Providing Life Skills sessions to boarders on topics such as puberty, hygiene, homesickness, cooking and cultural etiquette
- Providing pastoral support in Houses and assisting with the daily routine of the pupils
- Managing administrative tasks including but not limited to tidy room check sheets; providing and completing audits of furnishings and repairs for the Facilities Management dept; overseeing House notice boards; creating and ensuring sign in sheets are photocopied and ready for pupils hand in of devices; writing to parents re: uniform infringements and replacements
- Managing the Matrons petty cash budget and ensure expenses are claimed via House budgets as required
- Communicating with the House Masters / Mistresses (HMs) concerning any matters regarding pupil(s)
- Responding to register alerts if pupils are missing from a lesson
- Assisting the House Masters / Mistresses (HMs) in preparations for special functions or events (e.g. Inter-House competitions, sporting events and activities)
- Covering for House Masters / Mistresses (HMs), Assistant House Master/Mistresses (AHMs) and Boarding Tutors when requested by the Deputy Head (Pastoral and Wellbeing)
- Preparing Houses for Parent tours, visitors and work with the Admissions and Marketing dept for such events
- Providing a Listening ear for pupils and ensure pastoral concerns are reported and recorded appropriately
- Inducting pupils to Boarding Houses routines and expectations as required
- Supporting the work of the Health Care Centre by the provision of medical care in the Houses, following guidelines issued by the medical team, ensuring proper records and communication are maintained, and accompanying pupils to medical appointments
- Supervising and maintaining the Wellbeing Room
- Liaising with the Schools' catering team re: snacks for Houses and Boarders food items (numbers and quantity) e.g fruit, bread, and cheese provision
- Maintaining a Matron noticeboard in each House detailing Matron availability, events and key information for pupils and distribute 'Matron Messages' to be communicated at pupil Callovers
- Supporting the House Pastoral Team in ensuring pupils are dressed correctly and appropriately, assisting boarders in making any repairs and arranging uniform replacements when necessary
- Auditing and maintaining the fabric of the Houses and make recommendations in relation to refurbishment/replacement of furnishings/décor
- Being actively involved in the life of the boarders, providing and participating in co-curricular, Culture, Character and Ethos time and evening activities from Monday to Thursday
- Ensuring that cleaning standards are met and liaising with the Facilities Management department concerning cleaning requirements in the Houses
- Ensuring Houses are closed down before holidays and Houses prepared for re-opening
- Ensuring that laundry services for boarders is effectively managed
- Keeping up to date with the Minimum Standards for Boarding, Compliance and EDB regulations & attend relevant CPD courses as required

Other Responsibilities:

- Ensuring compliance with the Health & Safety and Safeguarding procedures of the School
- Attend relevant training courses when required, to ensure that knowledge and standards are maintained to the required level (e.g. Safeguarding, First Aid Training, Food Handling)
- Undertaking duties as the Head of School or a delegated representative may reasonably request.

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Higher diploma or above

Skills:

- A commitment to the safeguarding, wellbeing and pastoral care of children
- Have a vision for and the ability to translate Harrow Hong Kong's vision to be a leading school in Asia into reality
- The ability to inspire others and lead by example, role modelling the School's vision statement *Educational Excellence for Life and Leadership* in relationships with pupils, teachers and parents
- The ability to work in a successful and dynamic school
- Good administrative, organisational, and IT skills
- The ability to drive a car in Hong Kong

Experience:

- Experience of working in a school environment is preferable
- A proven track record of suitability for working with children and young people, including the ability to form and maintain appropriate relationship and personal boundaries

Personal Qualities:

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences

Attitudes:

- A team player with leadership qualities and a reflective and flexible approach
- Organised, energetic, positive and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to the Harrow Hong Kong's ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to representing the SLT's strategic vision for the School
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training as required
- A positive 'can do' approach in all aspects of the role
- A willingness to be fully committed to the life of a busy boarding school
- High levels of personal presentation, integrity and communication skills