



 **MOULSFORD**

be our new...
NURSE / MATRON
TO START SEPTEMBER 2026



WELCOME

Thank you for your interest in the role of Nurse /
Matron at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 330 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development as we continue our journey to fully co-educational. At present girls and boys are in Year 3 and below; the school will be fully co-educational by 2030.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

Ben Beardmore-Gray.

Ben Beardmore-Gray

Headmaster





THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7–13) traditionally delivered an outstanding all-boys education, and is now moving towards full co-education; with girls in Years 3 and below, and becoming fully co-educational by 2030.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey, cricket and netball.

There are currently 330 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 pupils, mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, children go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Eton, Harrow, Magdalen College School, Marlborough, Pangbourne, Radley, Shiplake, St Edward's (Oxford), The Oratory and Wellington College. This list will be expanded to include a range of girls' schools as girls progress through the School.

The Headmaster, Ben Beardmore-Gray took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, Chair of District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB), and a mentor and coach to other Heads.



THE ROLE

NURSE / MATRON

LINE MANAGER: Assistant Head (Pastoral)

HOURS OF WORK: Full or Part-time considered, term-time only

TIMES OF WORK: 8am–6pm (to include the occasional Saturday)

SALARY: Dependent on experience & qualifications, commensurate with industry standards

We are looking for a calm, approachable and professional individual who is passionate about supporting the welfare, health and emotional wellbeing of pupils at Moulsholme. This role plays a central part in maintaining a safe, caring and supportive School environment, working closely with the School Matron team, the Assistant Head Pastoral, colleagues across the School and external agencies. The successful candidate will be someone pupils trust and feel comfortable turning to for reassurance and support.

The ideal candidate will be responsible for providing first aid and managing minor illnesses and injuries, including during sports fixtures and School events. They will be organised, reliable and able to manage a varied and sometimes fast-paced workload with professionalism and sensitivity. Strong communication skills are essential, enabling them to work effectively with colleagues, parents, and healthcare providers, while maintaining accurate records and high standards of care. A proactive and collaborative approach is important in ensuring consistency and quality across the School's pastoral and medical provision.

This is an opportunity to play an important role within a busy and vibrant Prep School community, supporting pupils across all aspects of school life. Above all, we are seeking someone who is empathetic, attentive and genuinely committed to safeguarding and promoting pupil wellbeing. The role requires a visible and supportive presence within the School community, helping pupils feel heard, valued, and cared for. Nursing qualifications are preferred, although applicants with strong first aid experience and relative pastoral or medical backgrounds are also encouraged to apply. Training and ongoing professional development will be provided.





MAIN RESPONSIBILITIES

HEALTH AND MEDICAL:

- Provide first aid and immediate care to pupils and staff as needed, including sports fixtures and major school events.
- Administer prescribed medications and treatments according to medical guidelines.
- Maintain accurate medical records and care plans for individual pupils.
- Liaise with parents, GPs and external medical providers as appropriate.
- Oversee and organise the running of health promotion programmes such as school vaccinations.
- Monitor pupils recovering from illness or injury and arrange appropriate support or collection by parents/ guardians.
- Organise medical kits for individuals, sports fixtures and school trips.
- Communicate with and hand over information to the School Matrons, Boarding Matrons and other team members.
- Ensure all medical and pastoral care practices and policies are delivered and reviewed in line with statutory requirements, school policies and healthcare regulations.
- Support and guide school matrons and pastoral staff where appropriate, creating a collaborative and supportive working environment while ensuring consistent application of policies and procedures.
- Maintain oversight of medical and pastoral records to identify patterns or emerging concerns, contributing to regular audits and trend analysis to inform improvements in pupil welfare and pastoral policies.

PASTORAL CARE:

- Be a consistent, approachable presence for pupils, offering support with emotional, social or mental health concerns.
- Observe and report changes in behaviour or mood to relevant pastoral staff.
- Record interaction accurately using CPOMS and iSAMs.
- Support pupils during times of stress and or personal difficulty.
- Help create a supportive and inclusive atmosphere within the school community.

OTHER DUTIES:

- Maintain medical supplies and ensure all first aid kits are fully stocked and in date.
- Ensure hygiene and cleanliness in areas related to pupil care (e.g. Medical room, bathrooms).
- Record incidents, injuries, and treatments in accordance with safeguarding and health and safety protocols, informing the Assistant Head Pastoral and/or Bursar if appropriate.

SAFEGUARDING AND COMPLIANCE:

- As with all staff, to be responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies.
- Work in line with school policies and adhere to all relevant statutory and school-specific procedures.

OTHER:

- Support the work of the Medical Centre by undertaking any other duties as required.
- To undertake any necessary First Aid or other relevant training including Inset training as required.

NB This role may evolve and therefore the successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your line-manager. The job description may be amended to meet the needs of the School, in consultation with the post holder.





PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to GCSE Grades C and above or equivalent to include English and Maths 	<ul style="list-style-type: none"> • First Aid qualifications 	Application
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Effective communications skills, and ability to speak confidently to pupils, parents and staff • Confident to take treatment decisions • Excellent organisational and record keeping skills • Caring, sympathetic, and enthusiastic disposition • Able to work independently in the medical room as well as part of a team • Basic computer skills, although training will be provided 		Application and Interview
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Practical knowledge of first aid, although updated training can be provided • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in a similar environment • An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose 	Application Interview
OTHER	<ul style="list-style-type: none"> • A professional, flexible and proactive attitude • Supportive of Moultsford's ethos • As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies 		Interview



STAFF BENEFITS AT MOULSFORD

LOCATION

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsford. Many staff are trained in Mental Health First Aid and culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

SALARY

Competitive salary offered dependent on experience and qualifications, commensurate with industry standards.

APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A letter of application addressed to the Headmaster.
- Completed Application Form. CVs are also welcome alongside the Application Form.

Note: References may be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

KEY DATES:

Closing Date
9am, Monday 1st June

Interviews to take place
week commencing 1st June

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.



MOULSFORD

Moultsford Prep School, Moultsford-on-Thames, Oxfordshire OX10 9HR
01491 651438 • mpshr@moultsford.com • www.moultsford.com

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