

WISDOM SCHOOL MUSANZE

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VACANCY ANNOUNCEMENT : MATRON AND PATRON

Wisdom School Musanze is a fast-growing God fearing boarding and day school committed to academic excellence, discipline, character development and holistic education. We are seeking dedicated, caring and highly disciplined individuals to join our boarding team as **Matrons for the Girls' Dormitories** and **Patrons for the Boys' Dormitories**.

POSITION TITLE

- **MATRON**-Girls' Boarding Section
- **PATRON**-Boys' Boarding Section

DUTY STATION : Wisdom School Musanze

APPLICATION DEADLINE : 7 August 2026

CORE RESPONSIBILITIES

- Provide day-to-day supervision and care day and night.
- Ensure the safety, health and welfare of all boarders.
- Maintain discipline while promoting respect, responsibility and good character.
- Monitor students' attendance, study time, meals and bedtime routines.
- Provide guidance, counselling and emotional support to students.
- Help new students adjust to boarding life. Follow all child protection policies.
- Prevent bullying, violence, abuse and drug use. Record disciplinary incidents.
- Keep dormitories clean, organized and conducive to learning and rest.
- Work closely with the Head of Boarding, school administration, teachers and parents.
- Respond promptly to emergencies and report incidents appropriately.
- Ensure students observe the school rules and boarding regulations.
- Foster a caring, secure and family-like boarding environment.
- Ensure students maintain excellent personal hygiene.
- Monitor students who become sick and coordinate with the school Nurse. Keep health and incident records (report emergencies immediately).
- Ensure students observe lights-out schedules. Monitor visitors according to school policy. Supervise week-end and holiday boarding activities.
- Conduct morning and evening roll calls. And supervise study time.



- Serve as a trusted adult for students in the dormitory.

QUALIFICATIONS AND EXPERIENCE

- Minimum of an Advanced Level Certificate (A2); a Diploma or Bachelor's Degree in Education, Social Work, Psychology, or a related field is an added advantage.
- Previous experience in a boarding school, child care, or youth development is preferred.
- High moral character, integrity and emotional maturity.
- Ability to work flexible hours, including evenings, weekends and holidays.
- Ability to speak English.
- Strong communication, leadership and interpersonal skills.
- Willingness to live on campus.

PERSONAL ATTRIBUTES

- Love for young people.
- Compassionate, patient and approachable.
- Honest, trustworthy and responsible.
- Physically and emotionally fit.
- Able to work effectively as part of a team.

HOW TO APPLY

Interested candidates should submit :

- An application letter.
- A detailed Curriculum Vitae (CV)
- Copies of academic and professional certificates.
- A copy of National ID or Passport.
- At least two professional referees.

Application to be addressed to :

Wisdomschools385@gmail.com and cc: directorwisdomschoolsrw@gmail.com

Only shortlisted candidates will be contacted.

Wisdom School Musanze is an equal opportunity employer committed to safeguarding and promoting the welfare of Children. Successful applicants will be expected to demonstrate the highest standards of professional conduct and child protection.

Recruitment Team, on 26 July 2026

