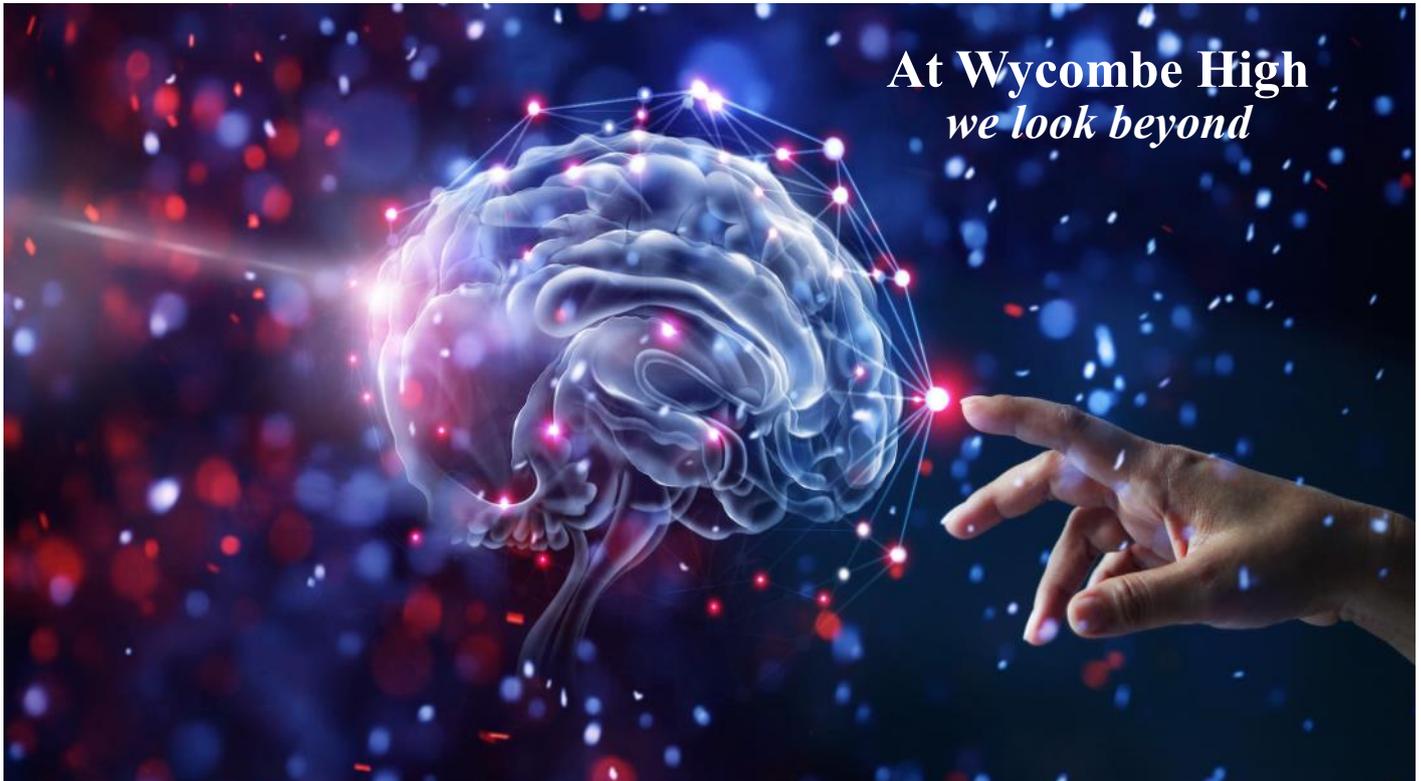




Wycombe High School

~ Girls' Grammar School ~



*At Wycombe High
we look beyond*

Appointment of **School Matron** (part time, 3 days per week)

REQUIRED as soon as possible

**Bucks Pay Scale 7, pt 36 - pt 40 £34,202 - £38,039 pro-rata
(actual salary for 22.5 hours, 39 weeks per annum is £17,877 - £19,883)**

Part time, term time only, (plus Inset Days)

39 weeks per annum

Three days per week preferred

**There is also an extremely generous pension
scheme for staff at Wycombe High School and an
award-winning Employee Assistance Programme**



APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES



The Role

We are seeking to appoint a School Matron on three days per week, to job share with our current School Matron. This role would suit a qualified nurse, or someone with a recognised medical qualification who has relevant school experience in a similar role.

The role of the School Matron is pivotal to the day to day running of Wycombe High School, working in partnership with School Leaders to create an environment that promotes the health and wellbeing of our students.

This post covers a broad field of requirements including Deputy Designated Safeguarding Lead. The post is not instead of students visiting the GP or other specialist medical or health professionals. The postholder must never replace these roles or exceed the parameters of the School Matron position; but provide general support for students when needed. The role does not provide a staff service.

The successful candidate will provide front line medical support/assessment including, for example, re-integration into school post serious illness, on the day sporting injuries, appointments for external medical and health agencies, morning absence follow-up and lateness management.

This role is suitable for a qualified nurse, or medical practitioner.

Knowledge or experience of working in an educational environment would be desirable, but is not essential.

In return, we offer the opportunity to work in a friendly, vibrant and outstanding school, pay for supervision sessions, provide a good pension and a free Employee Assistance Programme.

In recognition for its work on mental health, Wycombe High School is a Gold Mind Index Award holder.

KEY DATES:

Deadline for applications:
As soon as possible

Interviews to be held:
As soon as possible

The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. We hope that this booklet and the school prospectus give you a flavour of Wycombe High School.

To help you in your application we show below the characteristics that we are looking for when reading the applications and at the interview.



- A recognised medical qualification equivalent to an RCN band 6
- Designated Safeguarding Lead trained or willingness to undertake this training
- First aid qualification
- Ability to maintain a high level of confidentiality
- Competent computer skills in MS Office, Word and Excel, and using a database
- Excellent written and verbal communication skills
- Discretion and trustworthiness
- Professional and able to work within defined standards and procedures
- A calming nature and the ability to reassure others
- Excellent interpersonal and time-management skills
- Motivated to promote the mental health and wellbeing of students
- Ability to work unsupervised and on own initiative
- Ability to think clearly in any emergency situation
- Sound judgement
- Emotional resilience
- Committed to the ethos of Wycombe High School

KEY DATES:

Deadline for applications:
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How To Apply?

The application form can be found on our website:
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form. Due to large numbers of applications, only shortlisted candidates will be contacted.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. Unfortunately, due to the current climate, we are unable to show prospective applicants around the school prior to interview.

SEND COMPLETED APPLICATION VIA EMAIL TO:

Mrs S Cromie, Headteacher,
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB
via email: hr@whs.bucks.sch.uk

KEY DATES:

Deadline for applications:
As soon as possible

REFERENCES

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

SAFEGUARDING

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

Interviews to be held:
As soon as possible

Pay and Conditions

Bucks Pay Scale 7, pt 36 - pt 40 £34,202 - £38,039 per annum, pro-rata for 22.5 hours, 39 weeks is an actual annual salary of £17,877—£19,883

Three days per week preferred.



Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits.

We are proud to continue to work alongside the mental health charity, Mind, having achieved their workplace Gold Award in 2020-2021 for *'successfully embedding mental health into our policies and practices, demonstrating a long-term and in-depth commitment to staff mental health'*.

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



KEY DATES:

**Deadline for applications:
As soon as possible**

**Interviews to be held:
As soon as possible**



At Wycombe High School, we

***Look beyond* the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.**

At Wycombe High, we *look beyond.*



Marlow Road, High Wycombe
Buckinghamshire HP11 1TB

T: 01494 523961
Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

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