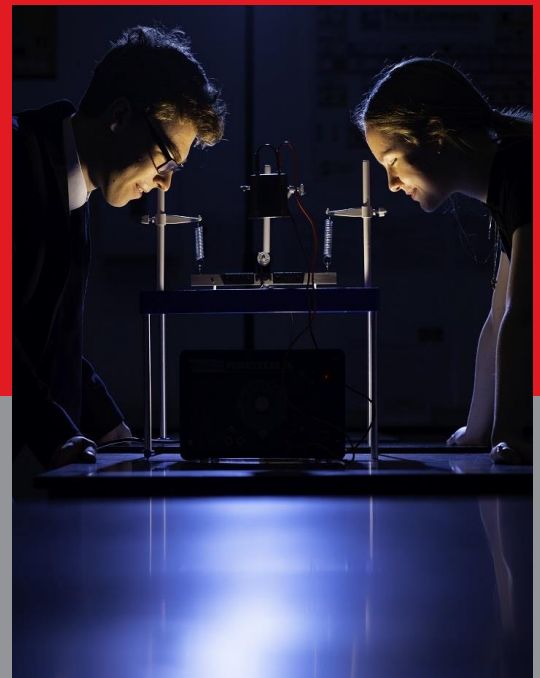




JOIN OUR TEAM

'Students are courteous and helpful to each other and to visitors. They are respectful of each other's views, beliefs and feelings. The school is a calm, orderly community and has a strong ethos for learning.'

Ofsted, 2014 (Outstanding)





SCHOOL MATRON

POSITION:	School Matron
TYPE:	Support
HOURS:	35 hours per week (negotiable) 8.25am – 3.55pm Monday to Friday term time plus three inset days (38 weeks in total). TT plus four days in academic year 2024-2025 (38 weeks in total)
CONTRACT:	Part time, permanent
GRADE:	Range 5 (ISN 26 – 30)
PAY:	FTE £32,192 - £34,684 / pro rata £25,239 - £27,193 pa
START DATE:	September 2024

An opportunity has arisen for a medically qualified individual to provide medical support and guidance to our students during the school day.

The successful candidate will have strong communication skills to enable them to liaise effectively across all areas of the school and to provide high quality advice for the needs of the students.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

- priority admission for qualified children of staff
- subsidised gym membership
- cycle scheme
- free parking on site
- a commitment to protect, promote and enhance the wellbeing of staff through the Education Staff Wellbeing Charter
- long service award scheme for 5, 10, 15 and 25 years' service
- an opportunity to work in an area of outstanding natural beauty 30 minutes from London

APPLICATIONS Completed applications should be emailed to: recruitment@redkiteschoolstrust.org

CLOSING DATE FOR APPLICATIONS: Tuesday 2 July 2024, 10am

INTERVIEWS: Friday 5 July, 2024

We reserve the right to interview and appoint on application. Early applications are encouraged to avoid disappointment

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



CHESHAM GRAMMAR SCHOOL

June 2024

Dear Colleague

Firstly, I would like to thank you for your interest in Chesham Grammar School and our School Matron post. I hope this information will help you decide whether you wish to apply for this exciting position. CGS is a co-educational selective school with 1300 students, 400 of whom are in the Sixth Form. We have around 120 teaching and support staff who work hard to ensure our students enjoy the best possible educational experience. We admit 180 students into Year 7 each September, drawn from a wide geographical area. We also take around 50 students into Year 12 each year.

Our vision is for everyone at CGS to enjoy, achieve and belong and for our students to be exceptionally well prepared for life. Our core values of aspiration, kindness and respect guide everything we do. Ultimately, we want to do all we can to enable our students to be happy.

CGS is an outstanding school. That is the conclusion Ofsted reached when they last inspected the school in March 2014, although they didn't tell us anything we didn't already know. However, it is very much our mantra that outstanding doesn't mean perfect and we are constantly seeking ways to make CGS better still; in short, to make it a truly exceptional place in which to study and to work. Our examination results at GCSE and A level are excellent, testament to the dedication and commitment of both our staff and students. The vast majority of our students progress to university, with a good number each year winning offers of places at Oxford or Cambridge.

Our curriculum is broad and balanced from Year 7 with all students studying traditional academic subjects as well as having the opportunity to explore a range of disciplines within the creative arts and technology. At GCSE, students can choose from a wide range of subjects with still more on offer when they get to the Sixth Form. But what goes on inside the classroom, day in, day out, is only part of the story. Beyond that, there is a real richness of experience as well as a genuine warmth and openness in the relationships between students and staff, all of which combine to make CGS a hugely rewarding place in which to work.

Our pastoral care is superb and vertical tutoring, organised around our strong House system, gives the school a very distinctive 'feel' and enables every student in the school to be known well by their tutor. It also ensures that those who join us are very quickly integrated into the life of the school. We place a huge emphasis on support and guidance and this is a real strength of CGS. The House system also ensures that healthy competition is an integral part of school life. Students belong to one of four Houses and there are competitions between them throughout the year in a range of sporting disciplines as well as in music, art and drama.

CGS has excellent facilities and is forward thinking and innovative. We have a passionate belief in our bright and articulate young people, seeking to equip them with the skills to succeed in the 21st century not just with excellent results. To this end, over the last few years, we have developed our own approach to learning. The 'CGS Learner', as we call it, seeks to develop students who are able to learn effectively both independently and collaboratively and who leave us ready to face the challenges which lie ahead. We are constantly seeking ways in which to develop wider skills too and there are many opportunities for students to take a leadership role within the school or to participate in extra-curricular activities in a wide range of spheres. None of this would be possible, of course, without the dedication, commitment and boundless energy of our staff who are always willing to give up their time to provide outstanding opportunities both within and beyond the classroom.



Annmarie McNaney
Headteacher

At CGS we want our staff to continuously develop too. Much of our CPD is 'in-house'; we have a very clear focus on the sharing of good practice within the school where there is already so much expertise. We work collaboratively with several local schools and are very pleased to be members of both the Herts-Bucks Challenge Partners group and of a Teaching School Alliance, the Astra Alliance, which means we are fully involved in teacher training. This collaboration between schools has also enabled us all to expand our CPD for ECTs and for more experienced staff. We regularly host visitors from other schools who come to experience at first hand various aspects of life at CGS, such as vertical tutoring, or, perhaps to see what the CGS Learner looks like in action. In addition, we encourage staff to visit other schools and to bring back ideas which can be shared with colleagues and which might in some way lead to further improvements here.

When making appointments, I am, first and foremost, seeking to recruit the kind of person who 'fits' our ethos. It is a privilege to work with the students at CGS; they are mature, committed and hard-working but they are also great fun to be with and, when you visit the school, you will see that there are very warm relationships between staff and students, based on mutual trust and respect. This helps to make CGS a hugely rewarding place to work. We want our students to have a superb experience at CGS both within and outside of the classroom and to learn to build positive relationships with others during their time here so that when they leave, they are ready for life beyond school in social as well as in academic terms. Of course we also want them to benefit from outstanding teaching and to be taught by passionate and committed subject specialists who will be willing to go that extra mile to give them the very best education possible.

I hope this letter gives you some feel for CGS and for this post. I imagine that you will be looking at our school website for further information, www.cheshamgrammar.org which will give you a good deal of information about and a genuine feel for the school. If you would like to pay us a visit before applying, please do get in touch.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in cursive script that reads "Annmarie McNaney". The signature is written in black ink and is positioned above the printed name and title.

Annmarie McNaney
Headteacher

CGS FACTS

1947

School Founded

187

Teaching days per year

1317

Number of students

400

Number of sixth form students

48%

2023 A level A- A grades*

81%

2023 A level A- B grades*

51%

2023 GCSE 8-9 grades

74%

2023 GCSE 7-9 grades



Annual Celebration of Sport Award

22

RESIDENTIAL TRIPS

8

DIFFERENT COUNTRIES

33

Number of staff who have worked at Chesham Grammar School for over 10 years.





CHESHAM GRAMMAR SCHOOL

SCHOOL MATRON

RESPONSIBLE TO:	Assistant Head (Pastoral)
GRADE:	Range 5 (ISN 26 – ISN 30)
HOURS:	35 hours per week (negotiable) 8.25am – 3.55pm Monday to Friday term time plus three inset days (38 weeks in total). TT plus four days in academic year 2024-2025 (38 weeks in total)
CONTRACT TYPE:	Part time, permanent
PAY:	FTE £32,192 - £34,684 / pro rata £25,239 - £27,193 pa
START DATE:	September 2024

PURPOSE OF THE JOB

1. To deliver high quality care to students within the school; to plan, deliver and evaluate school care plans/ interventions throughout the whole school.
2. The health and well-being of all our young people is of paramount importance, the School Matron must passionately share this view and do everything to support our students.
3. To provide first aid to care to all members of the school community including contractors and visitors where necessary.
4. To deliver best research based clinical practice.
5. To keep students, staff and parents appraised of health issues and initiatives.
6. To promote healthy lifestyles within school.
7. To play an active role in the pastoral support for students and act as part of the school's safeguarding team.

Main Duties and Responsibilities

Clinical

- To respond to all requests for assistance in a timely and prioritized manner
- To provide first aid and emergency care as required for any student or adult on site
- To provide confidential health advice to students in line with best practice
- To assess, plan, implement and evaluate care of students with on-going medical conditions
- To ensure that teaching staff are aware of which students have medical conditions that require care plans and understand how to support those students
- To ensure that students have easy access to emergency medication eg Inhalers, Auto-injectors etc.
- To provide care that is evidence based and/or is current best practice
- To maintain a high standard of medical record keeping
- To provide excellent and appropriate care for students who are unwell
- To ensure the safe management, storage and administration of all medications and to support the training of medication administrators in line with appropriate statutory guidance and school policies
- Communication with all relevant persons regarding student care and wellbeing: parents, teaching and other staff as appropriate
- Recognise and use patient / person interactions as health promotion opportunities

- To know, understand and comply with all relevant School policies that impact on the health and wellbeing of students, for example: Child Protection Policy
- To work in partnership with the NHS school health nursing team to arrange and implement immunisations.

Administrative

- Maintain medical records accurately, confidentially and safely in line with current GDPR
- To ensure servicing of specialist medical equipment is undertaken annually
- Make monthly checks of all first aid kits and ensure supplies are always topped up
- Make monthly checks on defibrillators
- Make monthly checks on all medication supplies including Emergency generic Asthma and Anaphylaxis Emergency Kits
- To complete accident records and keep in accordance with government requirements
- Contribute to Health and Safety reviews with the Senior Leadership Team
- To contribute to the writing and review of policies related to health and well-being
- To update SIMS/Go4Schools on a regular basis
- To liaise with visit leaders concerning health issues, care plans and the medications of students undertaking visits and provide appropriate first aid kits
- To liaise with the Attendance Officer where appropriate in order to raise awareness of known absences

Preventative Health & Health Promotion

- Operate procedures for effective infectious disease control
- Implement and follow procedures for the safe disposal of clinical waste
- Carry out surveillance programmes and deliver health promotion initiatives
- Work in partnership with NHS School Nursing Team to ensure immunisations are performed at appropriate times

Pastoral & Safeguarding

- Support the role of the Assistant Head (Pastoral) and the wider pastoral team by liaising closely about issues affecting individuals and the whole community
- Provide a listening ear for any students who wish to speak confidentially about an issue and support students who may need support with emotional regulation or a time out
- Record student visits to the Medical Area on CPOMS where there are pastoral or safeguarding reasons for their visit
- Where there are mental health concerns, liaise with Assistant Head (Pastoral), Year Leaders and form tutors and support referral with parental consent to appropriate services via GP eg CAMHS

GENERAL SCHOOL RESPONSIBILITIES

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Registered Nurse (RGN or RSCN)		✓
Current First Aid Training	✓	
EXPERIENCE		
IT competency	✓	
Working in a school environment		✓
Experience of working with/understanding of young people		✓
Knowledge of SIMS		✓
Excellent understanding of the health and wellbeing needs of young people	✓	
Knowledge and understanding of current safeguarding requirements and good practice within schools	✓	
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
The ability to work independently and to take direction	✓	
Patience, empathy and a good sense of humour	✓	
Excellent oral and written communication skills	✓	
Excellent interpersonal skills to enable good communication across the school	✓	
Excellent organisational skills	✓	
High attention to detail and a high level of accuracy	✓	
A personal commitment to professional development and the updating of job related skills		✓
The ability to work under pressure and to tight deadlines	✓	



HOW TO APPLY

To apply for this position, you will need to complete an application form, which can be downloaded from our website. Completed applications should be sent to Clare Harvell, HR Manager at recruitment@redkiteschoolstrust.org

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

