



Wycombe High School

Required as soon as possible

Appointment of School Matron

(full time, term time)

(37 hours per week, 39 weeks per annum)

**Salary Range RCN 6 (depending on experience)
(approximately £30,000 - £37,000
per annum, pro-rata)**

Plus very generous pension scheme

At Wycombe High, we look beyond.



Candidate Information Booklet



School, Vision and Ethos



Wycombe High School is a girls' selective state academy school with 1304 students on roll, of whom around 400 are in the Sixth Form. Each year 192 girls are admitted into Year 7. All students are assigned to a vertical tutor group consisting of about 21 students; usually three students from each year group. There are six houses with 10 tutor groups in each house. Our school is part of the Wycombe High School Academies Trust; a Trust consisting of Wycombe High School.

The school has educated girls of High Wycombe for over a hundred years and is very highly regarded in the local and wider community. There is a strong and shared sense of community and collective pride, built on core values. Parental support is strong. We have excellent links with other local schools, colleges and universities. We have a knowledgeable and supportive Governing Body fully involved with all aspects of school life, and an enthusiastic and active Parents and Friends Association.

Our staff are professional, forward-looking and committed to extending the horizons of our students, encouraging them to aim high, to take on leadership roles and to become independent learners. We have an ambitious development plan, with a focus on improving the quality of teaching and learning, both within and beyond the classroom.

We are a National Support School, a Teaching School and one of 35 Mathematics Hubs nationally. We are delighted to have been recently designated as a National Mathematics and Physics SCITT in 2017 and have strong community partnerships. We have invested substantially in IT systems and training. We also have an outstanding reputation for the performing and visual arts. Numerous educational visits take place each year and for every age group, at home and abroad.

Our school motto summarises our ethos and sense of community. All those who study, work at, or send their children to our school are part of this community and are role models for our ethos.

Our Vision

A school where students relish challenge, chase excellence and inspire those around them at every stage of their lives.

Our Mission

We build an ambitious and compassionate community of people who contribute eagerly to school life. We provide opportunities which propel our students out of their comfort zone, whilst supporting them at every stage and guiding them towards diverse futures.

Our Values

Infectious Joy

School days should be 'the best days of your life'. We create a joyful environment where each girl can experience the thrill of success, seek opportunities that make her smile and develop long-lasting friendships.

Limitless Ambition

We reject the notion that there is anything in the world that a girl 'cannot' do or 'should not' strive for. We galvanize every girl to be boldly brilliant in whatever she wishes to achieve, pushing her limits without fear of failure.

Insatiable Curiosity

For us, learning is a process which extends beyond your time at school; it's a lifelong passion. We aim to uncover a thirst for discovery in our girls, whatever their chosen subject(s) might be. We prepare our girls to think big and think globally.

Generous Spirit

We champion a collective and collaborative spirit. We provide an unbreakable support network, sharing in our girls' successes and enabling them to bounce back from time of difficulty.

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.

What Makes Our School Unique

All our students are high-achieving; almost all move on to their first choice degree courses or high level apprenticeships at the UK's best universities of employers. Some study indeed internationally.

Whilst there are always differences in results year to year, in 2018 we were once again one of the top performing schools nationally.

About half our students come from the town of High Wycombe, a diverse community which is reflected in our intake. 42% of students are from ethnic heritage backgrounds. Buckinghamshire is a selective authority, and our students represent approximately the top third of the ability range as measured by the selection process.

Well-motivated, confident and enthusiastic, our students are a delight to teach. They need little encouragement to take part in a very wide range of extra-curricular activities, including the arts, sports, community service and enterprise. The atmosphere within the school is purposeful and lively. Enjoyment is clearly evident. Our students work in partnership with staff to continually improve our learning environment and experience. They willingly embrace the many leadership opportunities available and take an obvious pride in their school and each other.

You can find further information about the school on our website at www.whs.bucks.sch.uk and you are welcome to visit us.

Student testimonials:

'It's a very friendly environment, I love the community feel, love the café'

'Pastoral care!!!! Please keep being so accessible to people not feeling 100%, it helped so much!'

'Subject knowledge of teachers is outstanding, and they willingly give their free time to support learning, e.g. 'drop in' sessions'

'As students, we have a profound appreciation of the way in which diversity is respected, valued and developed.'

"Wycombe High School is an outstanding school that is held in high regard by all its stakeholders. There is a spirit of cooperation and harmony with warm and trusting relationships between staff and students. There is a very clear vision for the school as a learning school. It is pupil centred and based on high expectations, inclusion, strong moral values and embraces the challenges of a changing society".

Exceptional Schools Award 2014



The Role

Main purpose of the post:

The School Matron reports directly to the Student Support Team Leader and then to the Assistant Headteacher, Pastoral. 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.

Duties and responsibilities:

Medical

To 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.

To administer first aid as and when required, to all users of the site during working hours.

To maintain medical and health supplies appropriate to a school environment and in line with statutory requirements.

To ensure all medical advice to staff including written & visual advice is regularly updated, shared and monitored eg epi pen training, allergy advice.

To contribute to staff and student training through the delivery of medical updates (well-being sessions, assemblies).

To maintain any necessary and statutory medical, health, safeguarding and attendance records.

To lead on attendance & absence administration, analysis and intervention in recognition of its importance to safeguarding and physical and mental well-being of students.

To analyse records for patterns and trends, using the information to liaise with a range of school leaders eg Heads of House / Year, PSHEE Leader, Leadership Group to inform responses to a range of potential situations.

To lead the team of first aid trainers in school, contribute to first aid training (students and staff) and ensure training is organised and up to date, including defibrillator training.

To oversee dietary needs of pupils and liaise closely with the catering supplier with regard to any required changes.

To work with the Site Manager to ensure emergency Grab Bags' contain appropriate medical provisions and ensure School staff are supported to have up-to-date medical supplies for fixtures and trips.

To lead communications and admin arrangements with the community School Nursing team and any other medical 'or health professionals needing access to School for example to manage vaccination programmes.

To provide advice and guidance to the Headteacher / Leadership Group relevant to the health and wellbeing of all pupils and staff, including serious illnesses and accidents.

To liaise with a range of stakeholders in line with school policies and practices to support student wellbeing.

To order any medical supplies and update all first aid packs as and when required.

To order hygiene products for students.

To maintain an open door policy for staff, parents and students.

To fulfil any other responsibilities / accountabilities the Student Support Team Leader requires.

Health and Safety

To take on the role of Deputy Designated Safeguarding Lead.

To ensure Student Support area is a clean and safe area for all users.

To maintain records and reports in line with Health and Safety legislation.

To remain up to date with statutory requirements for schools related to safeguarding, medical and health support and keeping children safe and well.

To maintain all first aid boxes held in school.

To ensure that all accidents of a serious nature are recorded online at AssessNet and work with the Site Manager to ensure accident reporting to governors and other stakeholders is timely and in line with statutory requirements.

To report issues of a health and safety nature to the Site Manager.

To continue to promote healthy eating and wellbeing within the school.

Admin

To file all medical and other welfare records for students.

To keep all relevant School logs up to date.

To ensure that all appropriate policies are updated and maintained.

To manage and contribute to the signing in and out systems for students.

To maintain communication (in all forms) with parents regarding medical and welfare matters.

To manage the budgets in line with School policies and procedures.

To review electronic registers and manage staff in the successful and timely completion of them.

To ensure that all students leaving/arriving in School outside of registration times are signed in/out appropriately.

To check all absences against letters, emails and telephone messages.

To follow up all un-notified/un-authorised absences.

To ensure that all lists, files and folders are readily accessible to take out in the case of a fire evacuation.

To support evacuation / lock down procedures as required by the Site Manager.

To be available to work at major, whole school events eg Open Evenings.



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 gives 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
- First Aid qualification
- A good general level of education
- Able to maintain a high level of confidentiality
- Competent computer skills in Microsoft Office, Word and Excel, and using a database
- Able to work unsupervised and on own initiative
- Flexible attitude
- Able to offer a high level of pastoral care to pupils
- Be a good communicator and have an excellent level of oral and written skills
- Committed to the ethos of Wycombe High School
- Strong organisational, personal time-management and planning skills
- Able to work calmly and effectively under pressure
- Able to respond quickly to an emergency
- Positive, enthusiastic outlook and attitude
- Emotional resilience
- Experience in an educational environment is desirable, but not essential

History & Governance



Wycombe High School was first opened in September 1901 when there were only 18 fee paying students and 3 staff. Miss Mary Christie M.A. was the first headmistress. The School was first housed in a building known today as Clock House in Frogmoor, High Wycombe. The building still stands today.

The school moved to Benjamin Road in 1906 where it remained for 50 years, except for a time during the First World War when it was evacuated to the old grammar school so that Benjamin Road buildings could be used as a military hospital.

By 1922 the school had 300 pupils and was rapidly expanding. The school acquired its status as a Voluntary Controlled Girl's Grammar School in 1944. By 1956 the number of girls wishing to attend the school was so great that the school moved again to new premises that were built at the present site on Marlow Hill. In 1969 a dedicated Sixth Form Centre was built

In 1993, new buildings were added to allow for the extra 300 pupils and staff that arrived when Lady Verney High School joined with Wycombe High in 1993, with new Technology, Sport and Drama blocks. In 2006 the Wainwright Learning Centre opened. This houses our well resourced library, conference facilities, the school archive and an Internet café.

Our new Music Centre contains a large performing and rehearsal space, as well as 14 practice rooms and a technology and recording studio. This building will act as a catalyst for further facilities work. With 1304 students to house our site continues to evolve.

Wycombe High School's Governing Body consists of 12 governors and the Headteacher.

In 2012 Ofsted stated "The Governing Body works strategically and highly effectively to support and challenge the school."

Governors share collective responsibility for the effective governance and development of Wycombe High School, setting our strategic direction and major policies in accordance with the Group's mission, vision and values.

Governors also liaise with subject teams to triangulate information shared and contribute to the recruitment process of the school.

"This is an outstanding school... the Sixth Form is outstanding... the quality of teaching is outstanding. (Teachers) are highly effective in meeting the needs of learners and promoting rapid and sustained progress. (They) use their expertise and excellent subject knowledge to plan lessons and engage students".

Ofsted, June 2012

The leadership and management of leaders across the school and the governing body are outstanding. There is clearly communicated ambition for all students to reach the very highest standards".

Ofsted, June 2012

How to Apply



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 C.V. for all or any part of the form.

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. We will be pleased to show prospective applicants around school during the week before the deadline for applications. If you are interested in a preliminary visit of this kind you should ring the school for details.

Completed applications should be sent to:-

Mrs S Cromie
Headteacher
Wycombe High School
Marlow Road
High Wycombe
Bucks, HP11 1TB

An Application Form can be found on our website: www.whs.bucks.sch.uk

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.

Staff Wellbeing

Our staff are very important to us and Wycombe High School ensures employee wellbeing is high on our agenda. This has been acknowledged by the charity MIND, who awarded us a Silver Award in the MIND Workplace Wellbeing Index for 2018-2019. We have weekly staff wellbeing briefings, a host of subsidised activities for staff such as yoga and pilates, a bi-termly People Matters magazine highlighting and promoting staff achievements and celebrating all that we do well. We also have two staff mental health first aiders to provide support and guidance when needed, in line with our Wellbeing Policy.



Pay and Conditions



Pay Scale

RCN 6

Approximately £30,000 — £37,000

per annum, pro-rata

(plus a very general pension scheme)

Hours of work will be Monday to Friday from 8.30 am to 4.30 pm (including a 30 minute break). The role is for 39 weeks per year i.e. Term Time and Inset Days only. There will be occasions when you may need to do extra hours and in such an instance you will be paid overtime.

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, which offers exceptional employer contributions and benefits. The School also provides a generous holiday entitlement, with the opportunity to take some holiday in term time.

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 timetabled 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.

"An extensive programme of coaching and training, including opportunities to share good practice across schools, supports staff development. Arrangements for the management of performance are robust".

Ofsted, June 2012

Key Dates



Key Dates

Deadline for Applications: **9am on Friday 18 October 2019**

Interviews will be held on: **Wednesday 16 October 2019 and week commencing 21 October 2019**

Candidates will be advised by the end of the day on **Monday 14 October** if they have been successfully shortlisted for interview on 16 October, and by the end of the day on Friday 18 October if they have been shortlisted for interview the following week.

Candidates who have not heard from us by the above dates should assume their application has been unsuccessful on this occasion.

Please note we reserve the right to close or extend this position depending on the number of applications received.

**Headteacher: Mrs S Cromie
Wycombe High School
Marlow Road
High Wycombe
Buckinghamshire
HP11 1TB**

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

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