



DR CHALLONER'S GRAMMAR SCHOOL

School Matron

April 2020

Full Time Equivalent Salary	Range 4 (fte £24,545 - £26,571) or Range 5 (fte £27,055 - £29,387) Depending on experience
Actual Salary	Range 4 £20,900 - £22,625 Range 5 £23,037 - £25,023
Hours per week	37.5 Hours per Week (8.30am – 4.30pm Monday to Friday)
Working weeks per year	39 weeks (Term-time plus inset days)
Paid holiday per year	5.2795 weeks (included within salary)
Pension	Dr Challoner's offers access to join the Local Government Pension Scheme ("LGPS"). The LGPS is a Career Average Related Earnings ("CARE") Defined Benefit Pension Scheme. Full details of the superb benefits conferred by membership of this scheme can be seen here .
Start date	20 April 2020

For April 2020, we are seeking to appoint an approachable, caring and organised person to join our team in the pivotal role of School Matron. This role will require applicants to assess the medical and welfare needs of students and staff, and administer front-line First Aid. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements. The successful candidate will also play a key role in the smooth running of the school's attendance systems.

Dr Challoner's has 1350 students, of which 420 are in the co-educational Sixth Form. The school was inspected in November 2019 and is only the third mainstream secondary school in the country to be judged Outstanding in a full section 5 inspection under the new Education Inspection Framework. It is regarded as one of the leading grammar schools in the country.

Applicants must hold a full First Aid certificate as a minimum requirement; applications from Registered Nurses will be welcomed. Relevant experience of working in a similar environment is desirable.

Closing date: Monday 27 January, noon.

Start date: Monday 20 April 2020

To apply for the post, please email a completed application form to Alison McAloon (Head's PA & HR Officer). Email: employment@challoners.org

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Dr Challoner's Grammar School is committed to safeguarding and successful candidates will be required to complete an enhanced DBS check.



DR CHALLONER'S GRAMMAR SCHOOL

ROLE PROFILE

Job Title

Matron

Job purpose

To be responsible for promoting the health and welfare of students and staff

Objectives

To promote the day to day health and well-being of staff and students

To promote high standards of health, attendance and punctuality

Principal Responsibility Areas

A First Aid and Medical support

B Safeguarding and Welfare

C Transport and attendance

D Other duties

Key Accountabilities

A First Aid and Medical support

- A1 To be responsible for the health and welfare of students and staff, providing first aid/medical treatment and maintaining appropriate records and contact with parents
- A2 To hold appropriately, and issue, prescribed medication to students, and keep relevant records
- A3 To liaise with the school nursing service and other agencies to facilitate immunisations and mouthguard fittings, and coordinate school nurse drop ins
- A4 To ensure all medical data is entered and kept up to date on the school's MIS
- A5 To oversee the implementation of the school's Disability Equality Policy, working with the Assistant Headteacher (Student Development) and SENCO
- A6 To ensure staff receive suitable training and information relating to First Aid and students' specific medical conditions for their role, including management of First Aid qualifications
- A7 To provide training, information and equipment relating to First Aid and specific medical conditions for staff leading educational visits
- A8 To ensure school first aid equipment, including defibrillators, is adequate and properly stored
- A9 To assist with health education within the school by participating in the planning and delivery of PSHE
- A10 To act as the budget holder for First Aid and medical supplies in school
- A11 Schools designated officer for reporting to the Health and Safety Executive.
- A12 Design and operation of accident and incident reporting systems and procedures in school.
- A13 Implementation and co-ordination of staff health screening service.
- A14 To liaise with the school's caterers to provide accurate information relating to students with allergies
- A15 To work with AHT Student Development and other senior staff as necessary to write and update Healthcare, First Aid and Administration of Medicines Policy

B Safeguarding and Welfare

- B1 To act as assistant Designated Safeguard Lead (DSL), covering all responsibilities in the absence of the DSL and to support the DSL as necessary on a day to day basis.
- B2 To help facilitate students' access to appropriate external and school services by initiating contact and arranging meetings as appropriate
- B3 To provide a 'listening ear' for parents, students and staff
- B4 Support the Designated Safeguarding Lead by arranging external agency visits to meet students in school. In the absence of the DSL and to support the DSL to be responsible for managing liaison with external agencies including: the Bucks Multi Agency Safeguarding Hub; the Education Welfare Service; the Education Psychology Service; Drugs agencies; the police; Social Care; and the Safeguarding Team.
- B5 To support evacuation and lock down procedures; responsibility for managing back up attendance registers and medical supplies.
- B6 Design and operation of lost property system.

C Transport and attendance

- C1 To liaise with the LA and coach companies concerning home/school transport
- C2 To co-ordinate occasional emergency school to home travel tickets
- C3 To support staff with the organisation of the departure of home/school transport
- C4 Work closely with the Attendance and Welfare Officer and Assistant Headteacher (Student Development) on link between attendance, health and safeguarding to ensure appropriate information sharing to support student welfare.

D Other duties

- D1 To provide occasional classroom management to classes in the absence of a teaching member of staff.
- D2 In relation to D1, to provide an orderly and purposeful environment in which students can complete the work set by the teacher, using the school's rewards and sanctions as appropriate.
- D3 To undertake professional development activities in relation to D1 and D2
- D4 To assist in the invigilation of examinations at peak times
- D5 To attend school events where specific medical expertise is required, as required
- D6 To accompany students as an additional adult on educational visits as required.
- D7 To provide cover for other colleagues in the support staff team when required.
- D8 To undertake any other reasonable task required by the Headmaster or line manager.
- D9 To comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.





DR CHALLONER'S GRAMMAR SCHOOL

PERSON SPECIFICATION

	Essential	Desirable
Knowledge, Skills and Experience		
At least 2 years' experience in basic First Aid	✓	
High standards of literacy and numeracy	✓	
High standards of accuracy when working with complex data	✓	
Excellent ICT skills in order to produce quality reports and documents and to work with internal and external spreadsheets and databases		✓ ✓
Excellent communication skills, including the ability to liaise confidently and respectfully with senior colleagues and to maintain confidentiality		
The ability to work to demanding deadlines, achieving high standards of accuracy and prioritising work as appropriate	✓	
Highly organised, professional and self-motivated	✓	
Familiarity with Google-based systems		✓
The ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓	
The ability to work collaboratively and positively as part of the Admin team, 'pitching in' at peak times	✓	
The ability to form strong and effective working relationships with colleagues, within the school and in partner organisations	✓	
Experience of working in an education environment		✓
A commitment to the ethos and values of the school	✓	
Personal and Professional Attributes		
Appropriate motivation for working in a school (one which values young people and shows concern for their personal safety & well-being)	✓	
Personally well organised and proactive with excellent time management skills	✓	
Flexible and able to handle a variety of tasks at any one time	✓	
Attention to detail and willingness to follow difficult/routine tasks through to completion	✓	
Able to use initiative and work unsupervised		✓
Able to plan and monitor progress against plans	✓ ✓	

Able to remain calm, focused and resilient when working under pressure	✓	
Confidential and discreet	✓	
Ability to establish a rapport with young people and their families		
Qualifications		
A levels (or equivalent)	✓	
5 GCSE A*-C (or equivalent) including English	✓	
Attainment of up to date recognised First Aid Certificates	✓	





Why work for Dr Challoner's Grammar School?

Dr Challoner's Grammar School is based in Amersham. The school benefits from outstanding modern facilities including spacious, light classrooms, all of which are fully equipped with a whiteboard and digital projector. The school also enjoys recently modernised sports, music and arts facilities.

Staff often remark that DCGS it is a great place to work. Staff retention is very high which we think reflects the supportive and friendly environment in which we work. Students are hard working, capable and diligent. New staff to the school often remark that they enjoy working in an environment where students want to learn. The Ofsted inspection from November 2019 noted that the school has a culture of teamwork, loyalty and aspiration, and that staff feel exceptionally well supported.

Dr Challoner's Grammar School also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- Access to an Employee Assistance Programme including financial and legal advice, counselling and health programmes
- An award winning attitude to staff wellbeing and mental health
- Two week October half term
- Preferential admission for qualified children of staff (some restrictions apply)
- Excellent opportunities for professional development
- Access to regular staff social events
- Access to onsite cardio fitness and weights room

Why work in Amersham?

Amersham is situated in leafy Buckinghamshire in the Chilterns Hills, which has been declared an 'Area of Outstanding Natural Beauty'. Old Amersham has a variety of historic buildings dating from the 8th century onwards and is a regular backdrop to films and TV shows. The school is based just up the hill from Old Amersham in the more modern section of the town (Amersham on the Hill). Amersham has a good range of shops, sports facilities, walking trails, pubs and restaurants whilst being only 40 minutes away from central London and all that it has to offer.

Amersham Station is a 3 minute walk away from the school and staff can enjoy fast and frequent commuting into London's Baker Street on the Metropolitan Line, or Marylebone via the Chiltern Line. We are within easy distance of the M25, M1, M4 and Luton and Heathrow Airports.

The surrounding areas of Amersham are affordable places to live with many staff members commuting from Aylesbury, Chesham, High Wycombe, Hemel Hempstead and of course Amersham itself.

Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools. Amersham is an extremely popular location in which to live and work.