



SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL

SCHOOL MATRON

*Inspire
Empower
Shape The Future*

THE SCHOOL

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and outstanding extra and super-curricular programme.

History

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Future

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School Matron

Full Time (Monday to Friday, 7.45am-3.45pm, 37 hours per week)

Term Time Only (39 weeks)

Pay Range 4-5 (£21,009- £25,141 - actual annual salary depending on experience)

Required as soon as possible

We are seeking to appoint a School Matron to lead on first aid, and general school medical issues including attendance and medical record-keeping. The successful applicant will be appropriately medically qualified although we welcome applicants who have previous nursing qualifications but may not be currently practising. You will have daily contact with students, parents and staff and therefore strong communication skills face to face, on the telephone and in writing are essential.

The School Matron is a central role in supporting the health, safety and wellbeing of our school community. The successful applicant will be appropriately medically qualified with previous nursing qualifications but may not be currently practicing. The School Matron will have experience in the management of minor illness and injury; first aid and caring for people with a range of diagnosed illnesses with agreed support plans. The school nurse undertakes safeguarding training and will become part of the Safeguarding team over time.



THE ROLE

A significant part of the role includes effectively monitoring attendance, and ensuring all absences are accounted for and accurately recorded.

The School Matron will play a key role in supporting and advising the Headteacher, Senior Leaders, Designated Safeguarding Lead and the school's pastoral teams on student care and wellbeing.

The School Matron will be responsible for managing medical information about students, maintaining the medical room and ensuring the school has policies on the management of medicines and the management of students with a healthcare need both in school and whilst under the care of the school.

The post holder will need to demonstrate excellent communication, organisational and administration skills together with experience of working in a team. You need to be able to work confidently, competently, and autonomously within your capabilities, knowing when and where to access support and advice.

The School Matron, like all our support staff, is welcomed in contributing to the wider life of the school community.

THE JOB

Responsibilities

- To provide first line medical support within the School
- To keep up to date with medical information relating to schools and young people and proactively advise the school on the management of the care needs of students
- To lead on the development of the school nursing service
- To coordinate the regular vaccination programmes with external providers
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.
- To be responsible for daily attendance record keeping and daily follow ups with parents/carers to ensure there are no unexplained absences and produce lists, information, run reports for the leadership team/ pastoral team relating to attendance.
- To liaise with senior staff and work in collaboration with other support services to improve attendance rates.
- To support the Headteacher and leadership team in monitoring up to date guidance on COVID 19 and lead the school's responsive actions e.g. publishing updated guidance for parents and students, ordering PPE, Test Kits, planning testing rotas. *

- To monitor cases of COVID 19, updating spreadsheets, the Headteacher and communicating with the Bucks Health Teams/ PHE as appropriate.*
- To respond to routine correspondence and enquiries from students, parents, staff, external agencies, suppliers and other stakeholders.
- To work within school policies and procedures, and ensure the school has in place, appropriate policies related to health and medicines management including Attendance for Learning Policy.
- To contribute to the provision of an effective environment for learning.
- To work effectively within the DSL and pastoral teams to provide support for pupils with poor attendance.
- To undertake appropriate updates for nurses, pastoral and mental health training in the school setting
- To support parents/ carers in accessing support for their child's medical needs from other services if appropriate.
- General administration duties as required.
- Undertake any other role as directed by the Headteacher as is appropriate to pay grade.

THE PERSON

	Essential	Desirable
Qualifications	GCSE or equivalent in Maths and English Recognised Medical Qualification equivalent First Aid/ Health Care background	A Level Qualification Degree level qualification Safeguarding/ child protection qualification/ knowledge/ training First Aid Qualification
Previous Work Experience	Experience of first line medical support Experience of recording data and following up on information with attention to detail.	Experience of working within a school environment or with young people.
Professional Skills and Experience	Relevant medical experience Ability to work within limited deadlines and under pressure. Highly organised, efficient with the highest standards of attention to detail on hygiene and safe management of medicines.	Experience of supporting young people in health and wellbeing management.
	A competent IT user of databases (eg SIMS), Word, excel and flexibility to adapt to new technologies. Knowledge of spreadsheets.	Experience with Google software (or flexibility to adapt)
People Management Skills	Effective, engaging communicator with children, staff and parents. Calm and reassuring. An effective team player, working with colleagues collaboratively. A professional and responsive manner, adapting to the needs and emotions of young people and adults.	Experience in fostering good relationships between all members of the school community.

THE PERSON

	Essential	Desirable
Other Personal Qualities	<p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Emotional resilience and maturity</p> <p>Personal stamina and energy including a good record of attendance and health</p>	<p>Willingness to contribute to the wider life of the school.</p>



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HOW TO APPLY

Please do contact us with any queries or if you would like to discuss your situation with us first.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9.00am Friday 7th January 2021

Deadline for application

Interviews will take place in the same week.

Applications submitted via email should be sent to Mrs Anna Summerfield, HR Manager at asummerfield@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.