



Appointment of School Matron (part time, 39 weeks)

Required: April 2026

Salary: Dependent on experience and qualification

Hours: Part-time, 3 days per week (Mon, Tues, Fri). This role is being advertised as a job share.

We're happy to talk flexible working for this role

Key Dates Deadline for applications 09:00am Friday 6th February 2026
Interviews will take place week commencing 9th February 2026 (please note we reserve the right bring forward interviews & close the advert early)

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Wycombe High School

Infectious Joy • Limitless Ambition • Insatiable Curiosity • Generous Spirit



Headteacher: Mrs Nicola Renyard (BA Hons)

A SCHOOL THAT
LOOKS BEYOND

01494 523961

www.whs.bucks.sch.uk

MATHS HUBS
BUCKS, BERKS AND OXON



@wycombehighschool.com



The Role

We are looking to appoint a **School Matron** to provide first-aid, medical, health and wellbeing support. This is a part-time role, working **three days per week**, and is central to the smooth running of our pastoral and inclusion provision. The role is being advertised as a job-share.

The School Matron is central to the daily life of Wycombe High School, reporting to the Senior Pastoral Lead and Deputy Headteacher (Pastoral). Working in partnership with school leaders, the Matron promotes student health and wellbeing, providing front-line medical support, first aid, and guidance on medical matters. The role includes managing medical supplies, maintaining statutory records, overseeing attendance and absence administration, and supporting dietary needs.

The Matron leads first aid training, coordinates with external health professionals, and ensures compliance with safeguarding and health regulations. This post does not replace specialist medical services and is

focused solely on supporting students.

The Matron also contributes to health and safety, manages welfare records, communicates with parents, and supports major school events, always upholding the school's commitment to safeguarding and wellbeing.

“

At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and in two consecutive years we have received the Gold Award which is given to employers who have 'successfully embedded mental health into their policies and practices'.

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The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:

- A recognised medical qualification equivalent to an RCN band 5
- First Aid qualification and willingness to teach First Aid to pupils
- 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

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How to apply

The application form can be found on our website:

www.whs.bucks.sch.uk/about-whs/vacancies

To apply for this post, please complete the application form in which 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.

Send completed application via email to:

Mrs N. Renyard, Headteacher
Wycombe High School,
Marlow Road, High Wycombe,
Bucks, HP11 1TB
Email: hr@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). HR will carry out an online search on shortlisted applicants. Please be aware that we may ask you for your social media handles to facilitate this.

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.



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Pay and Conditions

Pay Scale

Salary: Dependent on experience and qualification

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.1%.

We provide an Award-winning Employee Assistance Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are also proud to be Mind Wellbeing Index Gold Award Winners for two consecutive years and to have been voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

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 Trustees 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 along service industry professionals who regularly meet the public, such as bank staff.

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Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their **Gold** award for employers who have: 'successfully embedded mental health into their policies and practices.'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistance Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



Generous Employer Pension Contributions (22.1% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

Mental Health First Aiders

We currently have four trained members of staff who are available to offer support and guidance to employees who need it.



Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



National Whole School Wellbeing GOLD Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

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Workload and Wellbeing Initiatives



We have a thriving Staff Association, and Mental Health First Aiders, who organise social events for school employees such as:

- The Virtual Staffroom, a platform for staff to keep connected online
- A Flexible Working Strategy to support work/life balance
- Staff encouraged to put their 'out of office' email at the end of the day
- Employee Assistance Programme
- Christmas Party
- End of Term Celebration

- Yoga (subsidised, onsite classes)
- Social breaktimes (termly), with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Salary sacrifice scheme for laptops
- Bingo!
- Ten Pin Bowling
- Book Club
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)
- Staff magazine



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE
HIGH SCHOOL

WE LOOK
BEYOND

We look beyond the
traditional grammar school.

We look beyond league tables
and examination results.

We look beyond stereotypes
and conventions.

We look beyond a world
where futures are fixed.



Wycombe High School, Marlow Road,
High Wycombe, Bucks HP11 1TB

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