

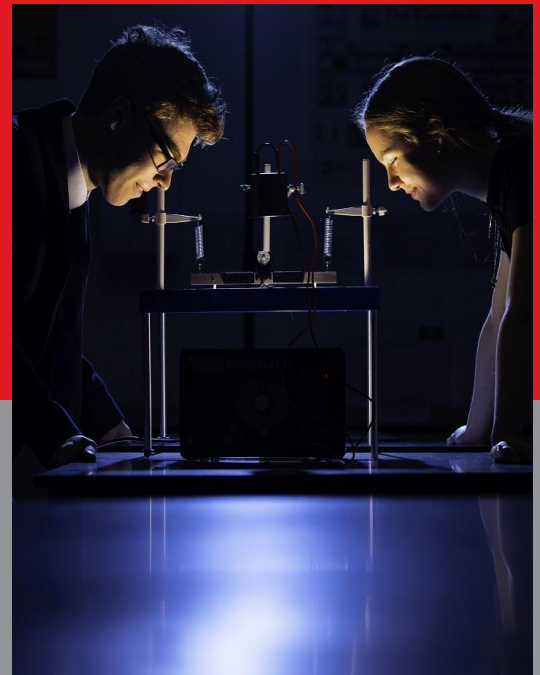


CHESHAM  
GRAMMAR  
SCHOOL

# JOIN OUR TEAM

*'Staff are immensely proud to work at this school. They feel valued and supported. Staff, parents and pupils typically describe the school as "a wonderful community".'*

*Ofsted, March 2025 (Outstanding)*



Recruitment pack



## SCHOOL MATRON / NURSE (part time)

<b>POSITION:</b>	School Matron / Nurse
<b>TYPE:</b>	Support
<b>HOURS:</b>	21 hours per week / 8.25am – 3.55pm
<b>WORKING PATTERN:</b>	Option 1: Monday, Wednesday & Friday Option 2: Monday, Tuesday & Wednesday term time plus inset days (38 weeks in total) <i>We are flexible with either of the above two options</i>
<b>CONTRACT:</b>	Part time, permanent
<b>GRADE:</b>	Range 5 (ISN 26 – 30)
<b>PAY:</b>	FTE £34,319 - £36,975/ pro rata £16,144 - £17,394 pa
<b>START DATE:</b>	As soon as possible

An opportunity has arisen for a medically qualified individual to provide first aid 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:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff as much as to our students.

- A strong commitment to ensuring staff workload is manageable and to staff wellbeing
- High staff retention
- Staff social events
- London Fringe Allowance
- Long service awards
- Preferential admission for qualified children of school staff
- Access to the generous Local Government Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD, including support for NPQs
- Free on-site parking
- Cycle to work scheme
- Subsidised gym membership at Chesham Leisure Centre (next door to the school)

**APPLICATIONS** Please complete the application process through the mynewterm portal ([Chesham Grammar School, White Hill, Chesham / Teaching Jobs & Education Jobs / MyNewTerm](#))

**CLOSING DATE FOR APPLICATIONS:** Monday 1 June 2026, 10am

**INTERVIEWS:** Thursday 4 June 2026

*We reserve the right to interview and appoint on application. We recommend an early application to avoid disappointment. The Trust reserves the right to withdraw this role if circumstances change.*

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

### Our commitment to Equality, Diversity and Inclusion

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfil this for everyone in our diverse and vibrant school community



# CHESHAM GRAMMAR SCHOOL

April 2026

Dear colleague,

Thank you for your interest in Chesham Grammar School and in this post. Choosing the right place to work is an important decision for anyone and I hope this letter gives you a genuine sense of who we are and why so many colleagues find CGS so rewarding.

Chesham Grammar School is a co-educational, selective school with over 1,320 students on roll, including more than 400 in the Sixth Form. We are a large school, but one characterised by strong relationships, a clear moral purpose and a warmth that many visitors quickly notice and remark upon.

Our vision is for everyone at CGS to enjoy, achieve and belong and this applies as much to staff as it does to students. At Chesham Grammar School, we see every member of staff — teaching and support — as an integral part of the same team, working together towards a shared purpose. The contribution of support staff is highly valued and essential to the day-to-day success of the school. Our values of aspiration, kindness and respect are not simply words; they shape how we lead, how we work together and how students and staff treat one another day to day. In short, they underpin everything we do.

Our most recent Ofsted inspection in March 2025 once again judged the school as ‘outstanding’ in all areas. Inspectors quickly identified how happy the school is and commented not only on the high standards, strong relationships and quality of pastoral care, but also on how proud staff and students are to belong to CGS, describing it as a “wonderful community”. While we were delighted with the outcome, it remains our firm belief that ‘outstanding does not mean perfect’. We are reflective, forward-thinking and continually seeking ways to make CGS an even better place to study or to work.

Pastoral care is a clear strength of the school. Our vertical tutoring system, organised through a well-established House structure, ensures that students are well known and well supported. This fosters the building of strong relationships as well as a real sense of belonging and pride. A good number of our support staff act as tutors, which benefits both students and staff.



Annmarie McNaney  
Headteacher

Both *Ofsted* and the *Good Schools Guide* highlight the positive rapport between staff and students as a distinctive feature of the school along with the calm, purposeful atmosphere in classrooms, where high standards are combined with warmth, humour and students enjoy their learning. We are unapologetically ambitious — for outcomes, for character and for life chances — but we also know that sustained excellence is only achieved when staff feel valued, trusted and supported.

Our staff are our greatest strength. We invest in professional development and we strive to create an environment where colleagues can do their very best work without losing sight of why they came into education in the first place. Workload is taken seriously, wellbeing is more than a slogan and professional dialogue is honest, respectful and focused on impact. Overall, Chesham Grammar School is a vibrant, rewarding and fulfilling place to work — one where people feel valued, trusted and proud to belong.

When making appointments, I am first and foremost seeking colleagues who share the values and ethos of the school. Experience, qualifications and potential matter, but so too does alignment with the way in which we do things here. For some of our support staff, this will be their first experience of working within a school environment. Schools are special places and we believe that CGS offers an intellectually stimulating and professionally rewarding working environment. There is a commitment to professional development for staff at all levels.

I hope this letter has given you a clear sense of our ethos and culture and the opportunities available at CGS. Should you decide to apply and be invited to interview, I very much look forward to meeting you.

Yours sincerely,

A handwritten signature in black ink that reads "Annmarie McNaney". The signature is written in a cursive, flowing style.

Annmarie McNaney  
Headteacher

# CGS FACTS

**1947**

*School Founded*

**186**

*Teaching days per year*

**1332**

*Number of students*

**408**

*Number of sixth form students*

**57%**

*2025 A level A\*- A grades*

**85%**

*2025 A level A\*- B grades*

**44%**

*2025 GCSE 8-9 grades*

**67%**

*2025 GCSE 7-9 grades*



Annual Celebration of Sport Award

**19**

RESIDENTIAL TRIPS

**11**

DIFFERENT COUNTRIES

**36**

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





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## SCHOOL MATRON / NURSE (part time)

<b>RESPONSIBLE TO:</b>	Assistant Head (Pastoral)
<b>GRADE:</b>	Range 5 (ISN 26 – 30)
<b>HOURS:</b>	21 hours per week / 8.25am – 3.55pm Term time plus inset days (38 weeks in total)
<b>CONTRACT TYPE:</b>	Part time, permanent
<b>PAY:</b>	FTE £34,319 - £36,975/ pro rata £16,144 - £17,394 pa

### PURPOSE OF THE JOB

*The health and well-being of all our young people is of paramount importance, the job holder must passionately share this view*

1. To provide first aid care to all members of the school community including contractors and visitors where necessary
2. To deliver high quality care to students within the school; to include care plans/ interventions and medical support as required
3. To keep students, staff and parents apprised of health issues and initiatives
4. To promote healthy lifestyles within school
5. 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 provide first aid for any student or adult on site in a timely manner
- To assess, plan, implement and evaluate care of students with on-going medical conditions including access to emergency medication for example; inhalers, auto-injectors
- 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
- 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 at appropriate times
- implement and follow procedures for the safe disposal of clinical waste
- Operate procedures for effective infectious disease control

#### Administrative

- Maintain medical/student records accurately, confidentially and safely in line with current GDPR in SIMS, CPOMS, Go4Schools and Smartlog
- To complete accident records and keep in accordance with government requirements

- To ensure servicing of specialist medical equipment is undertaken annually
- Make regular checks of all first aid kits, defibrillators and medical supplies/medication including generic asthma / anaphylaxis emergency kits - ensure supplies are always topped up
- Contribute to health and safety reviews and reviews of relevant policies with the policy holder
- To liaise with the attendance officer in order to raise awareness of known absences
- Communication with all relevant persons regarding student care, medical conditions, wellbeing and medication required for students attending trips: parents, teaching and other staff as appropriate

#### 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
- 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 RESPONSIBILITY

- 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
<b>EDUCATION AND QUALIFICATIONS</b>		
Registered Nurse (RGN or RSCN)		✓
Current First Aid Training	✓	
<b>EXPERIENCE</b>		
IT competency	✓	
Working in a school environment		✓
Experience of working with/understanding of young people		✓
Knowledge of BROMCOM		✓
Excellent understanding of the health and wellbeing needs of young people	✓	
Knowledge and understanding of current safeguarding requirements and good practice within schools	✓	
<b>PERSONAL SKILLS AND QUALITIES</b>		
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 post, please complete an application form in full on the mynewterm portal. <https://mynewterm.com/school/Chesham-Grammar-School/137091>

## 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.

