



QUEENS' SCHOOL

Dare to be Great

Medical Administrator (Matron)

Contract Term:	Permanent
Closing date:	Midday Monday 13 July 2026
Salary:	H5, Scale 9 Pro-rata (actual salary £25,214)
Hours of work:	37 hrs, 15 mins per week, 8.15am – 4.00pm term time only 30 minute lunch break.

Queens' School is a busy, vibrant secondary school, committed to safeguarding and promoting the health, welfare and wellbeing of all our students.

We are seeking a caring, organised and professional Medical Administrator (School Matron) to provide high quality first aid and medical service for students, staff and visitors. The successful candidate will respond to both emergency and non-emergency situations, maintain accurate medical records and support the day-to day health needs of our school community.

This is an excellent opportunity for someone with strong communication and administrative skills who enjoys working with young people in a supportive and rewarding environment.

For full details of the role, including job description and personal specification please visit our website www.queens.herts.sch.uk

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees applications@queens.herts.sch.uk

You must complete all parts of the application form. CV's are not accepted.

In accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee

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