



Person Specification Nursing Assistant

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| Location: | Welcombe Hills School |
| Contracted Hours: | 32.5 |
| Contract Basis: | Term Time + 1 week (39 weeks) |
| Grade/SCP: | Grade G (11-14) |
| Special Conditions: | Occasional travel to other sites is expected. The post holder may be required to provide cover for nursing staff across Trust schools, as directed. |
| Reporting to: | Health and Safety Manager |
| Revised Date: | March 2026 |

| Qualifications and training: | Essential | Desirable |
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| 4 GCSEs (grade C or 4) equivalent (including Maths & English) | ✓ | |
| NVQ Level 3 in Care, or similar qualification | | ✓ |
| First Aid trained, or be willing to undertake training | ✓ | |
| Valid driving license for travelling between sites | | ✓ |
| Experience: | | |
| Previous experience of working in a healthcare setting or in a caring capacity | ✓ | |
| Experience of working collaboratively with external agencies, e.g. social care, health care. | ✓ | |
| Experience working with children and young people, understanding their needs and providing appropriate support. | | ✓ |
| Experience of working in an educational or similar setting | | ✓ |
| Experience of working in a confidential and professional manner. | ✓ | |
| Knowledge, Skills and Abilities: | | |
| Knowledge of health and safety practises, risk awareness and safeguarding guidance. | ✓ | |
| Excellent interpersonal skills and the ability to work with a range of people, including pupils, families, colleagues and other professionals etc. | ✓ | |
| Excellent record keeping skills and attention to detail, in order to maintain medical records and healthcare documentation. | ✓ | |
| Good ICT skills | ✓ | |
| Ability to maintain a high standard of performance whilst managing a diverse workload | ✓ | |
| Personal Qualities: | | |
| Planned and organised approach to workload | ✓ | |
| Work accurately and methodically with attention to detail | ✓ | |
| Maintain absolute confidentiality and integrity | ✓ | |

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| Professional attitude and appearance and positive "can do" approach to tasks | ✓ | |
| Be compassionate and empathetic to individuals with physical and/or learning difficulties | ✓ | |
| The ability to keep calm in challenging situations | ✓ | |
| Excellent interpersonal and communication skills | ✓ | |
| Committed to the provision and improvement of a quality service | ✓ | |
| Committed to CPD | ✓ | |
| Other: | | |
| Understands the importance of policies for safeguarding children and young people | ✓ | |
| Committed to equality and diversity | ✓ | |
| Able to travel between Trust sites | ✓ | |
| Enhanced DBS Check | ✓ | |
| Fluent in the use of the English language | ✓ | |