

PERSON SPECIFICATION
Student Welfare Liaison

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children or young people • Experience of First Aid provision • Experience of maintaining accurate records and confidentiality • Experience communicating with parents/carers and agencies • Experience in a busy environment 	<ul style="list-style-type: none"> • Experience in a school setting • Supporting students with medical needs • Health-related administration experience
Education and Training	<ul style="list-style-type: none"> • GCSEs including English and Maths • Strong communication skills • Willingness to undertake First Aid training • Confident IT skills 	<ul style="list-style-type: none"> • First Aid at Work qualification • Qualification in health, care or education
Special Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of First Aid procedures • Understanding of safeguarding and confidentiality • Ability to maintain medical records • Awareness of student welfare needs • Ability to follow policies 	<ul style="list-style-type: none"> • Knowledge of medical conditions (asthma, diabetes etc.) • Understanding of relevant legislation
Personal Skills and Qualities	<ul style="list-style-type: none"> • Strong interpersonal skills • Calm and caring approach • Ability to work independently and in a team • Strong organisation • Resilience under pressure • Flexible and adaptable 	<ul style="list-style-type: none"> • Confidence delivering training
Additional Factors	<ul style="list-style-type: none"> • Commitment to academy ethos • Commitment to safeguarding • Ability to maintain confidentiality • Flexible working approach 	