

Student Services Administrator/First Aider

Person specification

Qualifications and training

- First Aid qualification or Pediatric First Aid qualification or willingness to attend training to obtain the qualification is essential.
- Mental Health First Aid qualification desirable but not essential as training will be given

Experience

- Experience working with children, young people and families in an educational or healthcare setting is desirable
- General clerical/administrative experience and good understanding and ability to use technology is essential.
- Experience using school databases, particularly Arbor, is desirable, but not essential.

Skills and knowledge

- Strong organisational skills
- Ability to work independently and as part of a team
- A caring, empathetic and confident manner.
- Good communication and interpersonal skills
- Ability to remain calm in emergency or high pressure situations
- Ability to maintain confidentiality and professionalism at all times

Personal qualities

- Reliable, responsible, and punctual
- Professional, friendly, and approachable
- Flexible and willing to attend training for diabetes, anaphylaxis and other medical conditions as required.
- Commitment to safeguarding and promoting the welfare of children

Safeguarding

Simon Balle All-Through School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.

Simon Balle All-Through School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.