

## Person Specification

### First Aid Administrator

	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum GCSE Maths &amp; English Grades A*-C or equivalent.</li> <li>• Attainment of recognised First Aid certificates/qualifications (prepared to complete</li> </ul>	<ul style="list-style-type: none"> <li>• Attainment of any other health-related qualification particularly involving child mental health, epilepsy and diabetes</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of basic First Aid</li> <li>• Experience of managing own workload to meet conflicting demands and deadlines</li> <li>• Ability to maintain detailed and accurate records.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> <li>• Experience of using school MIS systems</li> <li>• Proficiency in Microsoft Office</li> </ul>
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently</li> <li>• Demonstrates a flexible approach to work to enable effective delivery of service.</li> <li>• Good interpersonal skills and confident communicator</li> <li>• Excellent organisation/administrative skills meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local health professionals and the services they offer</li> </ul>
<b>Interpersonal and communication skills</b>	<ul style="list-style-type: none"> <li>• Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.</li> <li>• Proactive, flexible and adaptable.</li> <li>• Ability to remain calm in stressful situations.</li> <li>• Punctual, reliable and conscientious.</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to the school ethos and aims.</li> <li>• Commitment to equal opportunities</li> </ul>	