

Person Specification

First Aid Administrator

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