

## PERSON SPECIFICATION – First Aid Lead



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications and experience	<p>Hold a recognised First Aid qualification</p> <p>GCSE English and Maths (or equivalent)</p> <p>Experience of working with children or young people</p> <p>Experience of working in a role involving responsibility, organisation and prioritisation</p> <p>Experience of maintaining accurate records</p>	<p>Hold a paediatric first aid certificate and has experience of working as a First Aider in a school or similar setting</p> <p>Experience of working in an educational environment</p> <p>Experience of liaising with parents, carers and external professionals</p> <p>Relevant administrative or medical-related training</p>
Knowledge and Understanding	<p>Understanding of safeguarding and child protection, and a commitment to promoting pupil welfare</p> <p>Knowledge of health and safety requirements in a school environment</p> <p>Awareness of common medical conditions in children (e.g. asthma, allergies)</p> <p>Understanding of confidentiality and data protection</p>	<p>Knowledge of health care plans and procedures within a school setting</p> <p>Awareness of school systems and processes (e.g. recording, reporting and communication systems)</p> <p>Understanding of statutory guidance related to first aid and pupil welfare</p>
Skills	<p>Strong communication skills, both written and verbal in addition to confident use of IT systems (e.g. Microsoft Office or school databases)</p> <p>Ability to remain calm and act decisively in emergency situations</p> <p>Good organisational skills, with the ability to prioritise competing demands</p> <p>Ability to keep accurate and detailed records</p> <p>Ability to work effectively as part of a team and use own initiative</p> <p>Strong interpersonal skills to build positive relationships with pupils, staff and parents</p>	<p>Ability to deliver or support basic training or guidance to staff (e.g. medical needs)</p> <p>Experience of managing or coordinating provision or resources</p>
Personal Characteristics	<p>Calm, caring and approachable manner</p> <p>High levels of discretion and ability to maintain confidentiality</p> <p>Resilient and able to work under pressure</p> <p>Flexible and adaptable to the needs of the school</p> <p>Committed to promoting the wellbeing and safety</p>	<p>Proactive and solution-focused approach</p> <p>Positive attitude and willingness to contribute to wider school life</p> <p>Good sense of humour and ability to build rapport with children</p>

	of all pupils Professional, reliable and well organised	
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**The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references.**

**Online searches are carried out on all shortlisted candidates**