

PERSON SPECIFICATION	First Aid & Medical Welfare Officer	Grade: 5 SCP 6-7 £25,989 - £26,403 per annum FTE	
Organisational information: <ul style="list-style-type: none"> Responsible to: Headteacher, via Head of Operations 			
Main Purpose, Responsibilities and Accountabilities: <ul style="list-style-type: none"> To provide First Aid and Medical Welfare Assistance as first point of contact To ensure all care plans, medication processes and first aid/support equipment is up to date and in working order. To ensure all administration relating to first aid, medical welfare and health and safety is completed accurately, in accordance with relevant policies and in a timely manner. To assist students and staff to access help and support using school information systems. To support all aspects of school administration. To actively and consistently contribute to the overall good order within the Academy, including the development and maintenance of whole Academy strategy, policies and ethos. 			
	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> Experience in a first aid and/or medical welfare role. Experience of working in a busy environment with changing priorities 	<ul style="list-style-type: none"> Experience of working in a school or similar establishment Dealing with external agencies 	<ul style="list-style-type: none"> AF, I
Skills and Abilities	<ul style="list-style-type: none"> Ability to work on own initiative, under pressure with constant interruptions, and to prioritise effectively Excellent communication skills (written and verbal) and high level of interpersonal skills with the ability to draft effective and accurate reports and other documentation Good IT skills across a range of programmes, including effective user of Word, Excel and SIMS or similar packages Well organised, efficient and flexible approach to work Ability to maintain strict confidentiality of information received and processed yet understanding the need to share information with other staff and agencies as appropriate in line with school policies and procedures. 	<ul style="list-style-type: none"> The ability to deal with the public, including those who may be angry or upset, to produce a positive outcome. 	<ul style="list-style-type: none"> AF, I
Qualifications and Training	<ul style="list-style-type: none"> First Aid at Work qualification GCSE Maths and English or equivalent Evidence of continuing professional development 	<ul style="list-style-type: none"> Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. child protection 	<ul style="list-style-type: none"> AF

Other Factors	<ul style="list-style-type: none"> • A good level of physical fitness. • Commitment to working with young people • Ability to build and form good relationships with students and colleagues • Have a mature attitude and outlook with regards to decision making. • A diplomatic and calm approach and the ability to be empathetic when required • Display enthusiasm, commitment and perseverance • Be adaptable to changes in circumstances and new ideas with a willingness to work flexibly within the team • Set a good example by one's own presentation, personal and professional conduct • DBS Check at enhanced level • A commitment to ongoing professional development • Willingness to work in support of the inclusive ethos of the academy 		<ul style="list-style-type: none"> • AF, I
Date Person Specification reviewed:	April 2025		
Line Manager Name:	Line Manager Signature:		
Post Holder Name:	Post Holder Signature:		
	Date:		

*Method of Assessment: AF = Application Form; I = Interview;