



## **Student Welfare Officer and Lead First Aider**

### **Person Specification (H3)**

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

<b>Skills &amp; Experience</b>	<b>Examples</b>	<b>Essential</b>	<b>Desirable</b>
<b>General</b>	Enjoy working with children and young people	✓	
	IT literate, with experience using school management systems	✓	
	Ability to respond calmly and effectively in emergency situations	✓	
	Empathetic, approachable, and able to build positive relationships	✓	
	A positive approach to Health and Safety	✓	
	Understanding and supportive of the Catholic ethos and values	✓	
	Understanding of the concept of "Risk" and risk assessments (including adjustments) for pupils in a school context		✓
	Enthusiastic, conscientious and self-motivated to work independently	✓	
	Adaptable, organised and able to work with minimum supervision	✓	
<b>Qualifications</b>	Current 3 day First Aid qualification or willingness to undertake training	✓	
	Paediatric first aid qualification		✓
<b>Personal Characteristics</b>	Self-motivated, positive, pro-active person with excellent people and communication skills	✓	
	Eager to learn and to develop skills and experience over time	✓	
	Ability to prioritise, work independently, and as part of a team	✓	
	Approachable, flexible, calm and caring with a 'can-do' attitude	✓	
	Understands the importance of confidentiality and discretion	✓	
	Able to use information technology with confidence	✓	
	Ability to demonstrate problem solving, listening skills		✓
	Excellent communication skills, both written and oral		✓
	Additional health, welfare or medical qualifications		✓
	Evidence of relevant safeguarding training (or willingness to undertake)		✓
	Willing to learn new skills and undertake training, including those for statutory requirements	✓	
	Proven ability to multi-task		✓
	Experience of accurately compiling and maintaining records	✓	
	Ability to use own initiative, work calmly under pressure without close supervision	✓	
<b>Working with children</b>	Good interpersonal skills and confident in dealing with both adults and young people		✓
<b>Working with others</b>	Flexibility and sensitivity to the needs of a wide range of users of the school, including children, parents and staff	✓	
	Ability to work cooperatively and communicate (written and verbal) effectively with staff, students and parents/carers	✓	

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***