

Person Specification

PERSON SPECIFICATION – Administration Officer (Medical and Attendance)	Essential	Desirable
Willing and able to obtain satisfactory Enhanced DBS clearance for schools	✓	
Evidence of Right to work in the UK	✓	
Suitable person to work with children	✓	
Able to obtain satisfactory, validated employment references.	✓	
Understanding of safeguarding requirements and how teachers promote the welfare of children.		✓
Experienced in the application of First Aid (recognised qualification required) with a good knowledge of medical issues and procedures. <i>(training for relevant qualification will be provided)</i>		✓
Good keyboard skills <i>(precision and speed will be tested)</i>	✓	
Good knowledge of Word and Excel and other office programs	✓	
Knowledge of BROMCOM (training will be provided)		✓
Good communication skills – both oral and written. <i>(Application and covering letter will be used to make and initial assessment)</i>	✓	
Confident and courteous telephone manner	✓	
Efficient, organised and precise	✓	
Ability to keep calm and focused in pressurised situations <i>(practical role play)</i>	✓	
Diplomatic, discerning and able to deal with confidential information	✓	
Good relationship with children and adults	✓	
Enthusiastic	✓	
Uses own initiative – problem-solver with a “can do” approach	✓	
Problem-solver with a “can do” approach	✓	
Strong ‘customer service’ ethic	✓	
Team player	✓	
Flexible	✓	
Representative of the school’s ethos and core values	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English <i>(certificates will be required)</i>	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics <i>(certificates will be required)</i>	✓	
Previous education experience		✓