



Person Specification

Educational Visits and Healthcare Co-ordinator

Experience and Qualifications	E	D
Experience of working in a school		X
First Aid trained		X
Experience of Health & Safety and Risk Assessment practice		X
Experience of working with data management computer systems		X
Knowledge and Attitudes		
Willingness to learn and develop	X	
Have a commitment to promoting and safeguarding the welfare of children	X	
Form good relationships with students and staff	X	
Good attendance record	X	
Can work with other colleagues to secure good outcomes	X	
Always models high standards of professionalism	X	
Skills and Abilities		
Positive attitude to students, staff and families	X	
Be highly organised with an eye for detail and an ability to prioritise work as required	X	
Good ICT, literacy and numeracy skills	X	
Good interpersonal skills/team player	X	
Good personal organisation	X	
Enthusiastic approach to school life	X	
Ability to meet deadlines	X	
Mandatory Requirements		
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in school	X	
Commitment to equal opportunities	X	