

Person Specification

PERSON SPECIFICATION – First Aid Manager	Essential	Desirable
Willing and able to obtain Enhanced DBS clearance for schools	X	
Evidence of Right to Work in UK	X	
Educated to at least Level 2 (GCSE A*- C or equivalent) in English and Maths	X	
Understanding of safeguarding requirements and how teachers promote the welfare of children	X	
Experienced in the application of First Aid (recognised qualification required) with a good knowledge of medical issues and procedures	X	
Willing to attend half-day refresher training every 12 months before completing full re-qualification training at the three year point	X	
Good keyboard skills	X	
Good, accurate typing skills	X	
Efficient, organised and precise	X	
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	X	
Ability to keep calm and focused in pressurised situations	X	
Confident and courteous telephone manner	X	
Diplomatic, discerning and able to deal with confidential information	X	
Good relationship with children and adults	X	
Problem-solver with a 'can do' attitude	X	
Strong 'customer service' ethic	X	
Team player	X	
Flexible	X	
Willing to undertake relevant Safeguarding training and abide by school policy	X	
Representative of the school's ethos and core values	X	
Good working knowledge of Word and Excel and other office programs		X
Knowledge of MIS systems, in particular Bromcom (training will be provided)		X
Experience of working in a secondary education setting or a similar role		X
Experience of line management		X