

**Person Specification**  
**Post Title: First Aid Officer**  
**Salary: Scale 3 (5-6)**

	Essential	Desirable	Sources of Assessment		
			By application (form, letter and references)	By interview	By task
<b>QUALIFICATIONS</b>					
English and Maths qualifications at GCSE Grade C or equivalent	✓		●		
First Aid qualification or willingness to undertake and maintain	✓		●		
<b>KNOWLEDGE AND UNDERSTANDING</b>					
Good working knowledge of Microsoft Office software	✓		●		
An understanding of what makes for effective pastoral support		✓		●	
An understanding of safeguarding procedures	✓			●	
Experience of using electronic systems for recording and tracking information		✓	●		●
<b>EXPERIENCE</b>					
At least one year's experience of working with older children (10-18)		✓	●		
Experience of working effectively as part of a team	✓		●		●
<b>SKILLS, ABILITIES, ATTRIBUTES</b>					
Good level of ICT skills	✓		●		
Line Management experience		✓			●
Confidence to work independently	✓			●	●
Confidence to work with young people	✓			●	
Excellent written and oral communication skills	✓		●		
Effective interpersonal skills; the ability to communicate effectively with a variety of people (students, colleagues, parents,) and to assess and defuse confrontational situations.	✓			●	●
Integrity, sound professional judgement and ability to maintain confidentiality	✓		●		
The capacity to remain calm and to cope with the unexpected	✓			●	
Willingness to participate in relevant training and development (including First Aid and management of medicines )	✓		●		
Willingness to operate as a member of a collaborative team, carrying out tasks beyond the envisaged job description when occasion demands	✓		●		
Able to work within the core hours of 8:30 – 15:20	✓			●	