

Person Specification

Job title:	Medical/Admin Officer	
Reports to:	Head of Business & Operations/SLT	Grade G Points 18-23

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	
(See Key)	
Essential	
1. GCSE English and Maths or equivalent	1, 2 & 3
Desirable	
2. Additional professional qualifications/training/experience related to this role	1, 3 & 4
3. Hold a current First Aid Certificate	1 & 2
KNOWLEDGE	
Essential	
4. Competent user of ICT, in particular telephone, radio and email	1
5. Some understanding of Data Protection/GDPR	1, 3 & 4
6. Excellent customer service and communication skills	1, 3 & 4
Desirable	
7. Knowledge on specific medical conditions such as (but not limited to) diabetes and allergies and the handling of prescribed drugs from a doctor for students	1 & 3
8. Administration experience would be desirable	1 & 3
EXPERIENCE	
Essential	
9. Ability to work effectively on your own or with others as part of a team	1, 3 & 4
10. Experience working with secondary age children	1, 3 & 4
Desirable	
11. Experience of report writing, record keeping, assessments etc	1
KEY SKILLS	
Essential	
12. Sound interpersonal skills including being able to follow instructions accurately	1, 3 & 4
13. Ability to work independently but know when to seek help	1 & 3
14. Able to manage effectively, including planning, monitoring and reviewing activity	1 & 3
OTHER FACTORS	
Essential	
15. Form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding/Child Protection policies and practices	1, 3 & 4
16. Personal and professional resilience	1 & 3
17. Flexibility in working hours according to the needs of the role/school	1 & 3
18. Ability to deal sensitively and appropriately with confidential, personal Information	1, 3 & 4
19. Work under pressure, to set deadlines and to prioritise	1, 3 & 4
20. Ability to work with a wide variety of people internal and external.	1 & 3
21. Motivate, inspire and have high expectations of all students	1 & 3

Person Specification prepared by:	HR	
Designation:	Budmouth Academy Weymouth	Date: October 2025

Evidence method for criteria

1. Application Form
2. Sight of Certificates
3. Interview
4. References