**Person specification**

**Medical Officer**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| **Qualifications** | * Maths and English GCSE, or equivalent
* Advanced level of IT skills specifically Microsoft Outlook, Word, Excel & PowerPoint & ICT systems
* Advanced First Aid Qualification
 | * Nursing Qualification
* Registered Nurse (RGN with valid NMC Pin)
* Defibrillator Training
* Evidence of continuing professional development
 | A/IA/IA/I/TA/IA/I/QA/I/Q |
| **Knowledge and Experience:** | * Experience working in a medical environment
* Experience of working in a school environment
* Aptitude, or experience of working with SIMS
* Experience of accident investigation and maintaining accident records
* Knowledge of health and safety in the workplace and practical application thereof
* Experience of multi-site liaison to embed and promote best practice and compliance across the Trust
 | * Experience of delivering training
 | A/IA/I/TA/I/A/IA/IA/I/TA/I |
| **Planning and Organising:** | * Ability to prioritise, plan and organise the daily work activities of the role, and the wider team proactively responding to competing departmental & wider School priorities, achieving all service timelines
 |  | A/I/T |
| **Management and Teamwork:**  | * Aptitude for managing a varied & complex workload & supporting the wider School needs
* Ability to effectively build positive relationships with all internal/external stakeholders
 |  | A/I/TA/I |
| **Communicating and Influencing:** | * Excellent Communication skills both oral & written
* Professional demeanour and evidence of well-developed interpersonal skills with an ability to build effective relationships across the School and wider Trust
 |  | A/IA/I |
| **Other Skills and Behaviours:** | * Proven ability to remain calm under pressure
* Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information
* Empathy and the ability to work with the pupils
* Understanding of the needs of staff and students in a school
* An understanding of, and belief in, the values and ethos of the School and Trust
 |    | A/IA/IA/IA/IA/I |

Key

A = Application D = Documentary evidence I = Interview

P = Presentation Q = Qualification certificates R = Reference

T = Task