**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/I  A/I  A/I/T  A/I  A/I/Q  A/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/I  A/I/T  A/I/  A/I  A/I  A/I/T  A/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/T  A/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/I  A/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/I  A/I  A/I  A/I  A/I |

Key

A = Application D = Documentary evidence I = Interview

P = Presentation Q = Qualification certificates R = Reference

T = Task