



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### MEDICAL OFFICER PERSON SPECIFICATION FORM

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b> Qualifications to at least GCSE or equivalent including Maths and English  Relevant NVQ3 or equivalent qualification or 3 years' full time experience in relevant post  Specialist qualification, e.g. RGN or RN  Holder of First Aid at Work (FAW) Certificate	E   E  D  E	App Form
<b>Knowledge and Experience</b> Experience of working in a school medical / First Aid setting  A comprehensive and up to date knowledge of child health and medical issues  Experience of communicating effectively at all levels  Experience of working with pupils of the relevant age  Experience of working in another service to young people  Experience of working constructively in a team  Experience of prioritising tasks and acting on own initiative	E  E  D  D  D  E  E	App Form/Int/Ref
<b>Skills and Competencies</b> Ability to administer a range of First Aid, emergency and medical tasks and functions	E	App Form/Int/Ref

Ability to maintain accurate and confidential student medical records, ensuring data is entered in a timely, concise and appropriate manner	E	
Effective use of appropriate ICT and systems to support record keeping (Office, Word, Excel, SIMS)	E	
Ability to work accurately and efficiently and to prioritise tasks within a busy environment	E	
Professional and able to work within defined standards and procedures, with good organisational skills and ability to use initiative	E	
Excellent communication skills and ability to liaise effectively with multi-disciplinary teams and external agencies	E	
A calming nature and the ability to reassure others, with excellent assessment and diagnostic skills	D	
Ability to work independently and have the initiative to refer on	D	
Ability to work with appropriate discretion and trustworthiness	D	
Experience of self-evaluating your own learning needs and seeking relevant opportunities for training	D	
Ability to promote and safeguard the welfare of children	D	
<b>Other</b> High degree of common sense, self-motivation and flexibility  Caring and supportive with a genuine interest in working with young people  Commitment to develop new skills and undertake in-service development	E   E  E	Int/Ref

May 2022