

Person Specification: Medical Support Administrator

		Essential/ Desirable
Qualifications and experience	<p>Experience of working within an educational setting or with children</p> <p>Qualified First Aider or willing ness to undertake training</p>	<p>D</p> <p>E</p>
Knowledge and skills	<p>High level of interpersonal and communications skills.</p> <p>An excellent telephone manner is essential as the post requires close liaison with staff, pupils, parents and other professionals.</p> <p>A high degree of organisational ability; there is a need to be versatile.</p> <p>Need to be good at working under pressure, to accurately prioritize tasks, and to be able to cope with competing and changing demands and deadlines.</p> <p>Excellent IT skills, and a willingness and aptitude to develop these, are essential.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualities	<p>Accuracy and excellent attention to detail.</p> <p>The desire and ability to take ownership of tasks and see them finished on time and to a high standard.</p> <p>Ability to operate effectively as a member of a team and with minimum supervision. Be self-motivated and pro-active.</p> <p>Excellent attendance and timekeeping.</p> <p>An understanding of the nature and scope of equal opportunities.</p> <p>Willingness to be flexible</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Commitment to . . .	<p>An understanding of and empathy with the school's aims and values, together with a commitment to the school community, its purpose and future success.</p>	<p>E</p>

This post is not subject to the Rehabilitation of Offenders Act and an appropriate enhanced DBS check is required.