



Person Specification

Job Title: Health & Wellbeing Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths, or equivalent	✓	
First Aid qualification	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Managing medicines qualification, or a willingness to obtain		✓
Experience		
Experience of accident reporting, including RIDDOR/HSE reportable accidents	✓	
Experience of working in a school environment		✓
Experience of writing and developing risk assessments	✓	
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets)	✓	
Ability to work effectively as part of an established team and work collaboratively with peers, internal and external customers and key stakeholders	✓	
Ability to work on own initiative with a flexible and adaptable approach	✓	

Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures		✓
Other		
Satisfactory DBS check	✓	