

Person Specification – Student Welfare & Medical Lead

Job Title: Student Welfare & Medical Lead		
	Essential	Desirable
Qualifications and Training		
Educated to GCSE or equivalent in English and Maths	✓	
First aid qualification		✓
Evidence of commitment to continuous professional development	✓	
Professional Experience		
Experience of working in a school or similar environment		✓
Experience of working in an office or administrative environment	✓	
Experience of using management information software	✓	
Proven experience of supporting the delivery of processes and systems in a regulated service area	✓	
Knowledge and Skills		
Experience of First Aid administration	✓	
Strong administrative and organisational skills.	✓	
Knowledge of the education sector	✓	
Strong IT skills. including the ability to confidently use Microsoft Word and Excel and SharePoint	✓	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	✓	
Ability to remain calm and confident in emergency situations	✓	
Ability to demonstrate sensitivity and understanding when managing student welfare needs	✓	
Excellent interpersonal skills including the ability to form rapport and build good relationships with a variety of stakeholders	✓	
Able to work independently and plan and manage a busy and varied workload	✓	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role.	✓	
Personal Attributes		
Pleasant and welcoming manner	✓	
Self-motivated and proactive	✓	
Ability to take responsibility and work with a degree of autonomy	✓	
High levels of integrity, able to ensure confidentiality	✓	
Able to influence and inspire confidence and trust	✓	
Good communicator both orally and in writing	✓	
Professional and positive approach	✓	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		