PERSON SPECIFICATION – First Aid, Medical & Administrative Assistant

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Good standard of literacy and numeracy (e.g. GCSE grade 4/C or equivalent in English and Maths).	✓	
Recognised First Aid qualification.	✓	
Willingness to undertake specialist health & safety and medical training where required.	✓	
Willingness to undertake Fire Marshall training.	✓	
Recognised Mental Health First Aid qualification.		✓
Relevant administrative, business support or healthcare qualification.		✓
EXPERIENCE:		
Experience of providing first aid, administering medication or supporting medical needs.	✓	
Experience of working in a school or with children and young people.		✓
Experience of maintaining accurate records and handling information carefully.	✓	
Experience of administration work and using computer-based systems.	✓	
Experience of managing competing priorities, interruptions and time-sensitive tasks.	✓	
Experience working with confidentiality or sensitive information.	✓	
PERSONAL ATTRIBUTES:		
Strong organisation skills with the ability to prioritise and follow tasks through to completion.	✓	
Good verbal and written communication skills.	✓	
Calm, approachable and confident when dealing with illness, injury or emergency situations.	✓	

Caring, professional, reliable and able to build positive relationships with young people and adults.	✓	
Able to work independently, use initiative and recognise when a matter needs to be escalated.	✓	
Flexible and willing to support the wider administration team when first aid demand allows.	✓	
Strong commitment to safeguarding and promoting the welfare of children and young people.	✓	