Medical Needs Officer - Person Specification

ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
QUALIFICATIONS	• Good standard of general education	✓		A
	• GCSE or equivalent English and maths	✓		A
	• First Aid at Work certificate or equivalent	✓		A
	• General nursing certificate		✓	A
EXPERIENCE	• First aid accreditation	✓		A / R / I
	• Carrying out medical procedures and administering medicines	✓		A / R / I
	• Excellent organisational and administrative skills	✓		A / R / I
	• Dealing with young people	✓		A / R / I
	• Keeping calm under pressure	✓		A / R / I
	• Experience of working in an educational environment		✓	A / R / I
	• Experience of working with or caring for young people		✓	A / R / I
	• Experience of using a database		✓	A / R / I
PROFESSIONAL KNOWLEDGE,	• Excellent communication skills both written and verbal	✓		A / R / I
	• Accurate record keeping	✓		A / R / I

SKILLS AND ABILITY	• **Effective use of ICT**	✓		**A / R / I**
	• **Ability to relate well to young people and adults**	✓		**A / R / I**
	• **Understanding of safeguarding**	✓		**A / R / I**
	• **Attention to detail**	✓		**A / R / I**
	• **Managing medicines in school knowledge**	✓		**A / R / I**
	• **Knowledge of examination process, rules and regulations**		✓	**A / R / I**
PERSONAL QUALITIES/VALUES	• **Patience and understanding of issues related to young people**	✓		**A / I**
	• **Ability to communicate confidently at all levels from students to senior leaders**	✓		**A / I**
	• **Be able to handle problems professionally and calmly**	✓		**A / I**
	• **Team Player**	✓		**A / I**
	• **Willingness to participate in training events**		✓	**A / I**