



PERSON SPECIFICATION

POST: Administration Officer with
Responsibility for First Aid

GRADE/SCP: Grade 6, Scale 19 - 22

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The **How Identified** column shows how the academy will obtain the necessary information about you.
- If you feel you meet the 'Essential Criteria' or 'Desirable Criteria', you **MUST** include enough information to show how you meet this criteria in your application. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	• A good standard of education including English and Mathematics GCSE or equivalent. • Knowledge of safeguarding procedures. • Knowledge of confidentiality. • Knowledge of Microsoft software. • First aid experience.	Application Form and Interview.	• Experience of working with children. • Mental Health Qualification. • Awareness of Public Health Legislation. • First aid qualification. • Understanding of infection control. • Experience in an Admin Role.	Application Form and Interview.

Skills and Experience	• Good levels of numeracy and literacy. • Ability to build effective working relationships with all pupils, colleagues and external agencies. • Ability to identify work priorities and manage own workload. • Ability to maintain a range of equipment and first aid supplies. • Ability to demonstrate developed interpersonal and communication skills. • Ability to establish positive relationships with pupils, including those with special educational needs. • Ability to remain calm under pressure. • Ability to work to tight deadlines.	Application Form and Interview.	• Experience of working in an education environment. • Experience of writing health care plans for pupils with medical concerns. • Experience in a similar role dealing with medical care of pupils, and administering medication to pupils. • Ability to assist in the provision of the safe and efficient daily running of medical support for pupils in school.	Application Form and Interview.
Knowledge and Understanding	• Good knowledge of ICT. • Knowledge of available equipment.	Application Form and Interview.	• Knowledge of Health & Safety legislation as it relates to the workings of a school. • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	
Special Working Conditions	• Ability to attend occasional meetings out of school hours. • Lifting and carrying equipment as required.	Application Form and Interview.		