

First Aid, Medical & Administration Assistant

Person Specification

The criteria below can be used for recruitment, shortlisting and interview. Essential requirements should normally be evidenced through the application and/or interview process.

<u>Area</u>	<u>Criteria</u>	<u>E/D</u>	<u>Assessment</u>
Qualifications & Training	Good standard of literacy and numeracy.	Essential	A
Qualifications & Training	Current recognised First Aid qualification required before starting the role, with a commitment to maintaining the qualification.	Essential	A / I
Qualifications & Training	Willingness to undertake specialist medical training relevant to students' needs, including anaphylaxis, asthma, diabetes and insulin support where required.	Essential	I
Qualifications & Training	Relevant administration, business support or healthcare qualification.	Desirable	A
Experience	Experience of maintaining accurate records and handling information carefully.	Essential	A / I
Experience	Experience of administrative work and using computer-based systems.	Essential	A / I
Experience	Experience of managing competing priorities, interruptions and time-sensitive tasks.	Essential	A / I
Experience	Experience of working with confidential or sensitive information.	Essential	A / I
Experience	Experience of working in a school or with children and young people.	Desirable	A / I
Experience	Experience of providing first aid, administering medication or supporting medical needs.	Desirable	A / I

Knowledge & Skills	Strong organisational skills with the ability to prioritise effectively and follow tasks through to completion.	Essential	A / I
Knowledge & Skills	Good written and verbal communication skills.	Essential	A / I
Knowledge & Skills	Ability to maintain accurate and detailed records with strong attention to detail.	Essential	A / I
Knowledge & Skills	Ability to remain calm, assess priorities and take appropriate action in urgent situations.	Essential	I
Knowledge & Skills	Good IT skills, including Microsoft Office and confidence using electronic record systems.	Essential	A / I
Knowledge & Skills	Understanding of confidentiality and safeguarding, including knowing when information or concerns must be escalated.	Essential	A / I
Knowledge & Skills	Knowledge of school first aid, medication, Individual Healthcare Plans, medical risk assessments or accident reporting.	Desirable	A / I
Knowledge & Skills	Familiarity with CPOMS or a similar safeguarding/recording system.	Desirable	A
Personal Qualities	Calm, approachable and confident when dealing with illness, injury or emergency situations.	Essential	I
Personal Qualities	Caring, professional, reliable and able to build positive relationships with young people and adults.	Essential	I
Personal Qualities	Able to work independently, use initiative and recognise when a matter needs to be escalated.	Essential	I
Personal Qualities	Flexible and willing to support the wider administration team when first aid demand allows.	Essential	I
Personal Qualities	Strong commitment to safeguarding and promoting the welfare of children and young people.	Essential	A / I

Additional Requirements

- Willingness to undertake all training necessary for the role and maintain required competence.
- Ability to respond promptly to first aid incidents around the school site.
- Commitment to confidentiality, professional boundaries, equality, safeguarding and Health & Safety requirements.
- The successful applicant will be subject to the school's safer recruitment procedures and relevant pre-employment checks.