

First Aid Lead and Administrative Support: person specification



	Essential	Desirable
Qualifications & training	• Minimum of 5 GCSE A*–C grades including English and Maths or equivalent. • Relevant First Aid qualification (or willingness to train immediately)	• Advanced first aid or medical/paediatric training
Knowledge, skills and experience	• Previous experience in an administrative role • Excellent IT and keyboard skills • Good interpersonal skills and the ability to relate well to others: school staff, pupils, parents, visitors to the school • Excellent organisation and planning skills • Sound written and verbal communication skills	• Previous experience in a school admin office or medical environment • Experience coordinating student care plans or liaising with healthcare professionals • Familiarity with Google Workspace • Familiarity with education management information systems: Arbor, CPOMS, MStore and iPay Impact (training will be given)
Personal abilities and qualities	• A friendly and approachable manner • Welcoming, professional and calm under pressure • A high level of professionalism with a commitment to maintaining confidentiality • The ability to work both on your own initiative and also as part of a team • The ability to work accurately and to deadlines under pressure • A flexible approach to work with the ability to prioritise tasks • Commitment to maintaining confidentiality and hygiene standards • Willingness to undertake training	• Confident in delivering basic first aid updates or briefings to staff members