

Our school aims to provide a quality education in a caring community based on values of respect, responsibility and resilience and a relentless pursuit of excellence in all that we do.



Administrator – Medical Support Person Specification

		Essential	Desirable
Qualifications		✓	✓
1.	Educated to GCSE (good grades in English and Maths).	✓	
2.	Relevant administrative qualification.		✓
3.	First Aid at Work Qualification or willingness to obtain	✓	
Experience			
4.	Experience of supporting young people's medical needs.		✓
5.	Experience within an educational environment.		✓
6.	Experience of dealing with a variety of people.	✓	
Knowledge			
7.	Proficient in the use of a range of SIMS modules.		✓
8.	Medical knowledge and emergency First Aid Skills		✓
9.	Displays commitment to the protection and safeguarding of children and young people.	✓	
10.	Proficient in the use of Microsoft packages word and excel.	✓	
11.	Proficient in the use of email, the internet and telephone systems.	✓	
12.	To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
Skills			
13.	Ability to build and maintain effective working relationships with colleagues, pupils, parents, health professionals and the wider community.	✓	
14.	Ability to communicate effectively in writing and orally with a wide variety of people.	✓	

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15.	Good administrative skills	✓	
16.	Ability to work effectively as part of a team.	✓	
17.	Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	
18.	Ability to maintain efficient record keeping systems.	✓	
19.	Displays an attention to detail and high degree of accuracy.	✓	
20.	Ability to prioritise and organise own workload and work to tight deadlines.	✓	
21.	Excellent planning, time management, organisational, verbal and written presentation, numeracy and literacy skills.	✓	
22.	Ability to remain calm under pressure and deal with a number of competing demands.	✓	

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements.

<i>ADDITIONAL REQUIREMENTS</i>		METHOD OF ASSESSMENT
Experience		
1.	Experience of working in a similar role in a school.	Application form/Interview