



## Christ the King College

# Person Specification

Role: Student Support Officer (First Aid/Medical)

Area	Essential	Desirable
<b>Qualifications/Training</b>	<p>Appropriate qualification to demonstrate good literacy and numeracy skills; GCSE or equivalent in English and Mathematics at Grade C or above</p> <p>First Aid At Work or Paediatric First Aid Certificate</p>	Qualification/training in administrative discipline
<b>Experience</b>	Experience in working in an educational or public service environment	<p>Experience in working in an education environment</p> <p>Experience as first aider in school/School Nurse</p>
<b>Knowledge &amp; Understanding</b>	Knowledge of administrative/office processes and computer systems	Knowledge and understanding of the school environment and constraints
<b>Skills &amp; Abilities</b>	<p>Ability to communicate effectively both verbally and in writing</p> <p>Good interpersonal skills with both students and adults</p> <p>Ability to provide advice and guidance to students and staff</p> <p>Ability to work effectively to a high standard, on occasion under pressure</p> <p>Strong ICT skills for word processing, spreadsheets, database maintenance, email, Internet</p> <p>Good administrative and organisational skills</p> <p>Excellent communication skills (written and verbal)</p>	

<p><b>Attitudes &amp; Approaches</b></p>	<p>Flexible and positive approach to work and committed team-player</p> <p>Enthusiasm for education and working in a school community</p> <p>A friendly and supportive attitude towards students, staff, and other member of the school and wider community</p> <p>Have the desire to learn and develop new knowledge and skills</p> <p>Work in sympathy with the ethos and aims of Christ the King College</p> <p>Have a sense of humour</p>	<p>Patience with students, staff, and parents and the ability to remain calm in difficult situations</p>
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