

COLLINGWOOD COLLEGE

PERSON SPECIFICATION

ADMINISTRATOR / FIRST AIDER

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to obtain an Enhanced Disclosure with the Disclosure and Barring Service. Collingwood College is an Equal Opportunities Employer

Ideally, the successful candidate will be able to meet most if not all the following criteria:

Selection Criteria	Assessment Method
Qualifications	
Essential: <ul style="list-style-type: none"> GCSE or equivalent level Grade C or above in Maths and English Microsoft Office Desirable: <ul style="list-style-type: none"> First Aid certificate or First Aid at Work certificate 	Application form Certificates
Experience:	
Essential: <ul style="list-style-type: none"> Excellent IT skills Understanding of PC packages such as: Microsoft Word and Excel Administrative/clerical office experience Desirable: <ul style="list-style-type: none"> Familiarity with a school environment and experience Exposure to young people in a professional capacity Previous experience of customer service environment A working knowledge and understanding of first aid 	Written statement Task/exercise Interview
Professional Knowledge and Understanding	
Desirable: <ul style="list-style-type: none"> Knowledge of an educational environment would be advantageous Experience of working with young people 	Written statement Interview
Skills and Aptitudes	
<ul style="list-style-type: none"> Able to plan and organise effectively Work with young people and have experience and sympathy for their medical needs Well-developed oral and written communication skills Good interpersonal skills; able to communicate with people at all levels and in a manner appropriate to the situation Demonstrates ability to prioritise and to work in a pressurised environment and to deadlines The ability to work on own initiative, as well as being a team player Communicates enthusiasm and energy Able to maintain confidentiality Excellent time-management skills Sense of humour Flexible, willing and reliable A willingness to undertake any additional first aid training required for the position 	Application form Written statement Interview