

GLF Schools - Person Specification  
Student Services and Medical Room Assistant

Job Title: Student Services and Medical Room Assistant	Essential	Desirable
<b>Professional and Experience</b>		
Experience administering first-aid	√	
Experience supporting students with physical and emotional well-being	√	
Prior experience as a Registered nurse or School nurse		√
Experience of working in an educational environment		√
<b>Medical Experience / Skills</b>		
Hold a recognised advanced First Aid Qualification	√	
Experience of delivering First Aid care / medical needs support for young people	√	
<b>Knowledge and Skills</b>		
Medical and health related knowledge of young people	√	
The ability to stay calm and confident in emergency situations	√	
Sensitivity and understanding when managing student medical and well-being needs	√	
Ability to develop and maintain efficient medical records	√	
Effective communication and interpersonal skills	√	
Good administration skills	√	
Ability to work independently, demonstrating initiative	√	
<b>Qualifications</b>		
First Aid at Work	√	
First Aid Instructor Certificate		√
Registered Nurse (RGN)		√
GCSE / O Level C grade or higher (or equivalent) in Maths and English		√
Evidence of continuous professional development	√	
<b>Personal Attributes</b>		
Pleasant and welcoming manner.	√	
Excellent interpersonal skills	√	
Excellent time keeping and pattern of attendance	√	
Personal integrity and loyalty, maintaining confidentiality at all times	√	
Ability to use initiative	√	

## Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from underrepresented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.