



## QUEENS' SCHOOL

*Dare to be Great*

### Medical Administrator

### Personal Specification

<b>Job Title:</b> Medical Administrator	<b>Salary:</b> Scale H5
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The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understand of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		Essential	Desirable
<b>Education/Qualifications and Training</b>	GCSE grade in Maths and English or equivalent	X	
	First Aid Certification	X	
	Child protection Training		X
	Qualified to work in the UK	X	
	Evidence of and commitment to continuing professional development	X	
<b>Knowledge Skills &amp; Experience</b>	Customer services	X	
	Knowledge and experience of using SIMS	X	
	Effective communication skills	X	
	Experience of working with data		X
	Experience of child protection procedures		X
	Experience of using Word; Office; Publisher and Excel		X
<b>Personal Characteristics</b>	Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	X	
	Resilience, the ability to work under pressure and be able to meet deadlines	X	
	Excellent communication skills (including written, oral and presentation skills)	X	
	The ability to think creatively and to prioritise	X	
	The ability and motivation to constantly improve own practice and knowledge	X	

	through self-evaluation and learning from others		
	The ability to support colleagues	X	
	Strong organisational skills and ability to meet deadlines	X	
	Willingness to embrace new developments	X	
	To have a sense of humour and an ability to keep things in perspective	X	
<b>Checks</b>	Enhanced DBS, Clearance for Prohibition Check and Right to Work in the UK	X	

Queens' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

<b>Signed</b>	<b>Date</b>

July 2019