

JOHN HENRY NEWMAN CATHOLIC COLLEGE

PERSON SPECIFICATION

POST TITLE:

Medical and Welfare Officer

SALARY GRADE: Band C
37 hours per week
Term time only (39 weeks)

RESPONSIBLE TO: Head of Student Services **SALARY RANGE SCP:13-23** £16,491-£21,268 pro rata (incremental progression subject to performance in post)

RESPONSIBLE FOR: n/a Actual starting salary £14,000 pa

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	Recognised high level first aid certificate with relevant experience as a First Aider. Ability to demonstrate literacy and numeracy. Computer literate.		Application form.
SKILLS AND ABILITIES	Ability to remain calm in difficult situations. Good communication skills (written and oral). Able to meet deadlines and work well under pressure. Thorough and	The ability to show empathy to a wide variety of people in difficult circumstances. Flexibility and willingness to help out with other duties if required.	Test/interview.

	<p>reliable.</p> <p>Accurate.</p> <p>Able to demonstrate confidentiality and manage sensitive and contentious information in a appropriate manner.</p> <p>Ability to work unsupervised.</p> <p>Ability to work flexibly and attend meetings as required.</p> <p>Ability to work as part of a team.</p>		
<p>KNOWLEDGE AND EXPERIENCE</p>	<p>Experience of provision of first aid and medical services to children.</p> <p>Experience of working independently.</p> <p>Knowledge of Child Protection legislation. and Data Protection legislation.</p>	<p>Experience of provision of first aid and medical services in a school.</p>	<p>Application form/interview</p>
<p>OTHER REQUIREMENTS</p>	<p>Systematic approach to work.</p> <p>Ability to follow instructions precisely.</p>		
<p>COMPILED BY: R Prince Date: 4 January 2018</p>			