

HEALTH CO-ORDINATOR

PERSON SPECIFICATION

	Essential	Desirable
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Good general education with grade C equivalent in English and Maths • Previous experience of First Aid 	<ul style="list-style-type: none"> • First Aid at Work qualification or equivalent gained within the last 3 years
RELEVANT EXPERIENCE, KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Previous experience working in a school setting • Previous experience of First Aid duties • Awareness of Child Protection Procedures • Ability to administer First Aid to students, staff and visitors • Understanding of the context in which schools operate • Understanding of the Every Child Matters Framework 	<ul style="list-style-type: none"> • Previous experience of dealing with parents in a school setting • Ability to train other staff in specific welfare procedures • Experience of SIMS • Use of ICT applications relevant to the post i.e. Word, Outlook, Excel • An understanding of Health & Safety issues relevant to the post
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Well organised with evidence of good organisation and admin skills • Good communication skills – both oral and written • Excellent interpersonal skills – able to deal with a variety of people, including parents, where necessary, sensitively, emphatically and when necessary, assertively • Suitability to work with young people • An empathy and understanding of young people • Able to work calmly and with patience in difficult situations • Flexibility and willingness to be adaptable • Able to work successfully as part of a team • Demonstrate enthusiasm and a “can do” attitude • Good time management skills – be able to prioritise work • Loyalty and dependable • Self-motivated 	

OTHER	<ul style="list-style-type: none">• The post holder must be committed to safeguarding the welfare of all students to provide Equal Opportunities• Good timekeeping and attendance record• Understanding and respecting confidentiality• Able to maintain accurate records in line with school's policies• Willing to undertake any training relevant to the post• Enhanced DBS disclosure	
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July 2017