**SIR ROGER MANWOOD’S SCHOOL:**

**Student Receptionist- Principal First Aider**

**Person Specification**

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| **Essential Qualities** | **Desirable Qualities** |
| Educational Qualifications |
| * 5 GCSEs (or equivalent) at grade C or above, including Maths and English
 | * A relevant, up-to-date 3 day First Aid qualification or suitable equivalent
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| Skills, abilities and experience |
| * Experience of delivering First Aid
* Experience of using a variety of IT packages including email, word processing and spreadsheets
* Excellent communication skills
* Experience of working in a team and with enthusiasm, direction and positive spirit
* Ability to work autonomously
* Outstanding interpersonal skills
* Excellent organisational skills
* Flexibility and the ability to work calmly and quickly under pressure
* Resourcefulness and the ability to multi task and prioritise
 | * Experience of working with teachers and teenage children
* Experience of working in an educational environment
* A commitment to personal and professional development
* Experience of providing medical care to young people.
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| Personal Qualities |
| * Demonstrate a genuine warmth and interest in the pupil’s care
* A warm and sympathetic personality
* A supportive team player
* A motivator of self and others
* Common sense
* A sense of humour and proportion
* Discretion and confidentiality
* A can-do positive attitude
 | * An interest in the School, its purpose and ethos
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| Safeguarding and Child Protection |
| * A commitment to the protection of children and young people
* A willingness to follow the School’s Safeguarding procedures
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