**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 |
| 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. |
| 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 |
| Safeguarding and Child Protection | |
| * A commitment to the protection of children and young people * A willingness to follow the School’s Safeguarding procedures |  |