



# ACKLAM GRANGE SCHOOL

## PERSON SPECIFICATION: First Aid & Welfare Officer



	Essential	Desirable	Measured by
<b>Qualifications / Training</b>	<ul style="list-style-type: none"><li>• Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications</li><li>• Commitment to training/health and safety legislation</li><li>• Valid First Aid qualification</li></ul>	<ul style="list-style-type: none"><li>• Additional health or welfare-related training (e.g. mental health first aid)</li></ul>	A/Q/I
<b>Experience</b>	<ul style="list-style-type: none"><li>• Collaborative working within a team</li><li>• Experience providing first aid in a school, healthcare, or youth setting</li><li>• Experience maintaining medical records and handling confidential information</li></ul>	<ul style="list-style-type: none"><li>• Working with people with complex medical needs</li><li>• Experience of liaising with external agencies (e.g. CAMHS, school nurses)</li></ul>	A/I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• Full working knowledge of relevant policies/codes of practice</li><li>• Committed to safeguarding and promoting the welfare of children and young people</li><li>• Awareness of common childhood illnesses and medical needs</li></ul>	<ul style="list-style-type: none"><li>• Awareness of requirements of SEN and disability legislation</li><li>• Familiarity with DfE guidance on Supporting Pupils with Medical Conditions</li></ul>	A/I
<b>Skills</b>	<ul style="list-style-type: none"><li>• High standard of interpersonal and oral/written communication skills</li><li>• Strong organisational and record-keeping skills</li><li>• Ability to remain calm and reassuring in emergencies</li><li>• Good communication skills</li></ul>	<ul style="list-style-type: none"><li>• Good ICT skills for learning and administrative requirements.</li><li>• Ability to support emotional wellbeing and student welfare</li><li>• Confidence in coordinating Individual Healthcare Plan</li></ul>	A/I
<b>Person Characteristics</b>	<ul style="list-style-type: none"><li>• Ability to build relationships easily with young people and adults</li><li>• Compassionate and empathetic approach to pupil care</li><li>• Discreet and professional when handling sensitive information</li><li>• Ability to work flexibly and respond to developing needs</li><li>• Reliability and integrity</li><li>• Humour and resilience</li></ul>		A/I

**Measured by Key:**

A: Application form

I: Interview

Q: Qualification check