

Administrator- First Aid Lead

KEY COMPETENCIES		
	Essential	Desirable
Education and Qualifications	<p>Completed a broad education, including GCSE A* - C in English Language and Maths (or equivalent)</p> <p>Current First Aid qualification</p>	<p>Advanced First Aid qualification (willingness to train)</p>
Experience and Knowledge	<p>Knowledge of and experience of first aid in a work or volunteering environment</p> <p>Experience of working in an administrative role in a busy commercial environment.</p>	<p>Experience of first aid in an educational environment</p> <p>Experience of working in an administrative role in an educational environment.</p>
Skills and Abilities	<p>Excellent ICT skills including proficiency in Microsoft Office packages, internet and email systems and the ability to pick up new systems easily and competently</p> <p>Excellent communication skills, both written and verbal</p> <p>Ability to prioritise workload within an environment of interruption.</p> <p>Excellent planning and organising.</p> <p>Accuracy and attention to detail.</p> <p>Ability to work as both part of a team as well as independently.</p> <p>Able to remain calm, patient and effective under pressure</p> <p>Ability to adapt and effectively respond to the changing demands of the job.</p>	<p>Good working knowledge of child protection/safeguarding procedures</p>

	<p>Ability to work within recognised procedures and instructions in line with needs of the organisation and to also identify opportunities for improvement.</p> <p>Ability to establish a sensitive and supportive approach to dealing with parents, students and colleagues.</p> <p>Committed to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children.</p>	
Capability	<p>Demonstrates the required skills and knowledge for the role.</p> <p>Responds effectively to assigned responsibilities.</p> <p>Listens and accepts direction</p> <p>Takes responsibility for own actions.</p> <p>Demonstrates problem solving skills.</p> <p>Ability to learn and use new skills.</p> <p>Uses resources available in an effective manner.</p> <p>Is proactive in offering constructive suggestions for improvement.</p> <p>Generates creative ideas and solutions and is pragmatic.</p> <p>Demonstrates resilience in the face of competing priorities.</p>	
Communications	<p>Professionally discreet, experience of dealing with sensitive and confidential information.</p> <p>Listens effectively to others, demonstrating compassion and sensitivity.</p> <p>Liaises with others effectively</p> <p>Communicates effectively verbally, by email, telephone and face to face.</p>	

Relationships	Builds and maintains effective working relationships with colleagues, pupils, and parents Works effectively and appropriately with students.	
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