



ST PETER'S SCHOOL HUNTINGDON

Lead First Aid and Administrative Assistant - PERSON SPECIFICATION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Important	Desirable	Measured
QUALIFICATIONS				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
Higher education qualifications in related area			✓	Application/Certificate
First Aid Certificate (training will be provided)		✓		Application/Certificate
EXPERIENCE AND SKILLS				
Able to work in a busy environment.	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Strong telephone manner with an organised and structured approach to duties.	✓			Application/Interview/Reference
Good working knowledge of MS Office, MS Word, Outlook	✓			Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Teamwork – Willingness to work as part of a team	✓			Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		✓		Application/Interview/Reference
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.		✓		Application/Interview/Reference
INTERPERSONAL SKILLS				
Commitment to maintain high customer care standards	✓			Application/Interview/Reference
Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training.	✓			Application/Interview/Reference