

## Great Academy Ashton - Person Specification (Part of Great Academies Education Trust)

**Title: Student Medical Needs Coordinator**

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
<b>1. Educational Standard/Qualifications</b>		
<ul style="list-style-type: none"> <li>• To hold a GCSE in English and Mathematics at Grade C or above</li> </ul>	E	Application form and evidence of qualification
<ul style="list-style-type: none"> <li>• To have First Aid qualifications</li> </ul>	E	Application form and evidence of qualification
<ul style="list-style-type: none"> <li>• To be ICT literate including word processing, internet and intranet</li> </ul>	E	Application form
<ul style="list-style-type: none"> <li>• To have recent experience of working in the secondary sector of education</li> </ul>	D	Application form
<ul style="list-style-type: none"> <li>• To have experience of working with students with educational needs</li> </ul>	D	Application form
<ul style="list-style-type: none"> <li>• To be willing to undertake first aid management training as appropriate</li> </ul>	D	Application form/Interview
<b>2. Experience</b>		
<ul style="list-style-type: none"> <li>• To have excellent communication skills</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>• To have experience of working in a demanding environment.</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>• To be able to work with a range of staff, students and outside agencies</li> </ul>	E	Application form / interview/ reference
<ul style="list-style-type: none"> <li>• To be able to remain calm under pressure</li> </ul>	E	Application form / interview/ reference
<ul style="list-style-type: none"> <li>• To have experience of safeguarding within an educational setting</li> </ul>	E	Application form / Interview
<ul style="list-style-type: none"> <li>• To be able to deliver a range of training to individuals and groups of students.</li> </ul>	D	Application form / interview
<b>3. Knowledge</b>		
<ul style="list-style-type: none"> <li>• To be able to manage competing demands</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>• To be aware of unique demands of working in a school environment.</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>• To be willing to be flexible and adapt as priorities change throughout the year</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>• To demonstrate commitment to the highest standards of child protection.</li> </ul>	E	Application form / interview

<ul style="list-style-type: none"> <li>To recognise the importance of personal responsibility for health and safety.</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>To be innovative, creative and self-motivated</li> </ul>	D	Interview

#### 4. Personal Qualities / Skills

<ul style="list-style-type: none"> <li>To possess high quality interpersonal and communication skills</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>To be able to prioritise, plan and organise workload.</li> </ul>	E	Interview/ reference
<ul style="list-style-type: none"> <li>To be able to work as a member of a team</li> </ul>	E	Interview/ reference
<ul style="list-style-type: none"> <li>To believe in equality and celebrate diversity. To be committed to inclusion and the right for all to fulfil their potential.</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>To be willing to embrace change.</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>To show a commitment to upholding the Academy and Trust's vision and values.</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>To demonstrate professional and personal integrity.</li> </ul>	E	Application form / interview

#### 5. Commitment and Behaviours

<ul style="list-style-type: none"> <li>Demonstrate commitment to all members of the Academy community</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>Robust approach to conflicting and heavy demands</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>Convey personal enthusiasm and commitment</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>Commitment to own CPD</li> </ul>	E	Application form / interview
<ul style="list-style-type: none"> <li>Commitment to Trust Policies and Procedures including Health and Safety, Equality and Diversity and Safeguarding</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>Commitment to fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People</li> </ul>	E	Application form / interview

For Information:

Category E: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Category D: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc