

**Eaton Hall Specialist Academy**  
**Person Specification – Health Officer**

	<b>Essential</b>	<b>Desirable</b>	<b>How Measures During Recruitment and Selection Progress</b>
<b>Experience</b>	<p>General clerical or administrative work.</p> <p>Experience of record keeping.</p>	<p>Experience of working in a school with pupils of relevant age or in an appropriate learning Environment.</p>	<p>Application Form</p> <p>References</p>
<b>Education/Training Qualifications</b>	<p>Very good numeracy/literacy skills;</p> <p>NVQ2, 5 good GCSEs including English and Mathematics</p>	<p>First Aid at Work</p> <p>Administration of medication training</p> <p>Evidence of any other training</p>	<p>Application Form</p> <p>Interview</p>
<b>Skills and Knowledge</b>	<p>Ability to relate well to children and adults;</p> <p>Work constructively as part of a team.</p> <p>Be able to demonstrate a genuine desire in caring for young people</p> <p>Full Driving Licence</p> <p>Good understanding and ability to use relevant ICT.</p> <p>Good clerical or administrative knowledge.</p> <p>Good numeracy/literacy skills</p> <p>Participate in development and training opportunities.</p>	<p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation;</p> <p>Knowledge of national curriculum;</p> <p>Understanding of principles of child development and learning processes and in particular, barriers to learning;</p> <p>Full understanding of the range of support services/providers;</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities;</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

<p><b>Personal Qualities</b></p>	<p>Ability to relate to and build good relationships with pupils, parents and colleagues</p> <p>Clean and neat appearance.</p> <p>An excellent record of health, attendance and timekeeping.</p> <p>Willingness to work in a close team situation</p> <p>Flexibility and ability to work in a team setting</p> <p>Ability to complete tasks</p> <p>Good organisational skills</p> <p>Able to be flexible and adaptable</p> <p>Positive attitude</p> <p>Conscientious and hard working</p>	<p>Committed to own continued professional development</p> <p>A good sense of humour!</p>	<p>At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references.</p> <p>DBS check Application Form References</p>
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