

The Compton School – Person Specification Post: Medical/Reception Assistant

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • A level of literacy and numeracy sufficient to fulfil the duties of the post. • Working knowledge of data protection legislation • First Aid at work certificate • Evidence of recent continued professional development 	✓ ✓ ✓	✓
Experience	<ul style="list-style-type: none"> • Proven experience of working in a successful team • First Aid or other medical support role in a school or other youth environment • Experience of working with children in a school environment • Experience of working in a multi –functional school office environment and understanding of issues facing schools and the administrative provision they necessitate • Experience of working in a multicultural environment 	✓ ✓ ✓ ✓	✓
Aptitudes and skills	<ul style="list-style-type: none"> • Relevant IT skills including Word, Excel and databases • Able to show care and compassion for those distressed or hurt. • Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities • The ability to give advice/instruction in a helpful, professional manner • Demonstrates an attention to detail and an ability to stick to routine tasks 	✓ ✓ ✓ ✓ ✓	
Personal attributes	<ul style="list-style-type: none"> • Confident and at ease when meeting and communicating effectively with a diverse range of people • Clear commitment to the team approach; able to exchange ideas and provide support for colleagues 	✓ ✓	

	<ul style="list-style-type: none"> • Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations • Commitment to personal development • Proven experience of using initiative 	 	
Safeguarding children	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • Enhanced DBS disclosure check 	 	