

Person Specification: School Nurse/Pupil Welfare Lead



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High standard of literacy. • Numeracy competence (GCSE or equivalent) 	<ul style="list-style-type: none"> • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Mathematics • First Aid qualification. • Nursing qualification • RGN
Experience	<ul style="list-style-type: none"> • Relevant and transferable experience. • Use of ICT for administration purposes • Experience of using effective administrative systems and processes in a busy office • Experience of juggling priorities effectively and seeing tasks to successful completion, despite distractions 	<ul style="list-style-type: none"> • Experience in A&E/Paediatrics/Practice Nursing • Experience working with confidential personal data. • Administrative skills such as mail merges, setting up and using more complex spreadsheets and Microsoft Forms. • Experience managing multiple simultaneous projects.
Knowledge & Skills	<ul style="list-style-type: none"> • Caring and considerate approach to pupils and staff • Excellent inter-personal skills including rapport with students • Ability to work as part of a team and to be flexible and adaptable to changing situations. • Proven ability to manage your own time effectively, when necessary, to prioritise and work to tight deadlines whilst retaining a professional composure. • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas. • Ability to communicate the school's values and a desire to promote an excellent image of the School. 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments • User of iSAMS or another Management information system • Shorthand and/or minute taking.

	<ul style="list-style-type: none"> • Ability to work in new and challenging situations 	
Personal Qualities	<ul style="list-style-type: none"> • Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations • Able to display the highest levels of integrity and be consistently trustworthy and discreet. • Be a solution focused individual, be proactive and self-reflective to aid development. • Willingness to support the life of the school including school events. • A commitment to continuing professional development. • Be consistently reliable and punctual. • Be of smart professional appearance • Be flexible, versatile, and self-motivated. • Able to work productively with a wide range of staff, parents, and pupils. • A commitment to safeguarding and promoting the welfare of children. • Role model the School's values and ethos. • Excellent sense of humour! 	