

Person Specification

Health Adviser/Admin

	<u>Essential</u>	<u>Desirable</u>
Experience:	Experience of lone working and as part of a team. Working with young people. Experience of clerical/administration work	Experience of working with a range of outside agencies. Working in a school environment or similar. Experience of working in a busy school office.
Education and Training:	First Aid at Work Qualification. Safeguarding and Child Protection Training. GCSE English & Maths at Grade A*-C (or equivalent)	Knowledge of Health & Safety including RIDDOR & COSHH GDPR Trained
Subject Knowledge/Understanding:	Knowledge of current health issues. Knowledge of safeguarding and Child Protection Knowledge of services available, including the role of School Health Service. Knowledge and awareness of social/emotional issues relating to young people, including substance misuse. Knowledge of Special Educational Needs in relation to health needs.	Knowledge of medical conditions.
Skills:	Managing confidential information. Good IT and record keeping skills Good communication and interpersonal skills. Good organisational skills. Ability to lead and train others. Good decision making skills	
Personal Qualities:	Fitness and stamina to support pupils who are unwell. Commitment and Reliability	

Beverley High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment