Alderbrook School & Sixth Form

AMBITION | BRAVERY | KINDNESS

Post Title	**First Aider / Administrator**	
Salary Grade	**C**	
Hours	**37 Hours Term time plus 5 INSETS**	
	Essential Criteria	**Desirable Criteria**
Education and Qualifications	GCSE(or equivalent) English and Maths at minimum Grade C	
	Willing to undertake First Aid Training	First Aid at Work qualified
Experience	Previous administrative or First Aid experience	Previous administrative or first aid experience in a secondary School
	Sound knowledge of Word and Excel	Knowledge of Sims
	Sound knowledge of using e mail	
	Previous experience of working in a busy environment.	
Professional Attributes	Reliable	
	Willing to be adaptable and flexible.	
	Adaptable, able to use own initiative and work independently at all times.	
	High Professional Standards	
	Excellent people skills	
	To be helpful and approachable at all times	
	Ability to stay calm under pressure	
	Ability to prioritise work	
	Good time management	
	Ability to work as part of a team	
	Understand the need for confidentiality in matters relating to pupils.	
	Good communication skills, both verbal & written	
Candidate will be appointed subject to DBS check.		