

Person Specification

Health & Medical Officer

	<i>Examples</i>
Qualifications & Experience	<ul style="list-style-type: none"> • First Aid at Work qualification • Successful experience of working with children in a school environment • NVQ Level 2 or equivalent qualification/experience • Good knowledge of appropriate procedures, regulations and guidance • Good literacy skills • Good numeracy skills • Good working knowledge of ICT to support learning and for administrative/organisational effectiveness
Communication	<ul style="list-style-type: none"> • Ability to write reports, basic letters, complete returns etc • Ability to use clear language to communicate information unambiguously • Ability to communicate effectively with others, including students, colleagues, parents/carers, outside agencies • Use initiative to overcome communication barriers with children and adults • Ability to negotiate clearly with children and adults
Working with Children	<ul style="list-style-type: none"> • Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school • Ability to understand and support children with difficulties or disabilities • Awareness of Essex Stages of Assessment • Basic understanding of the school curriculum • Good understanding of child development • Understand and support the importance of physical and emotional wellbeing
Working with Others	<ul style="list-style-type: none"> • Understand and value the role of parents/carers and children • Understand the role of others working in and with the school • Ability to establish rapport and respectful and trusting relationships with others • Ability to work effectively with a range of adults, including outside agencies • Ability to work independently • Ability to work as part of a team in a flexible way as required • Contribute to the development and implementation of effective systems to share and safeguard information • Ability to provide timely and accurate information
Responsibilities	<ul style="list-style-type: none"> • Good organisational skills • Ability to remain calm under pressure • Ability to manage own time effectively • Ability to meet deadlines • Ability to deal with unexpected problems
General	<ul style="list-style-type: none"> • Awareness and commitment to equality

	<ul style="list-style-type: none"> • Good understanding of Health & Safety • Understand and implement safeguarding procedures • Understand procedures and legislation relating to confidentiality • Be prepared to develop and learn in the role • Be prepared to train relevant staff
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Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.