

Attendance & Medical Officer Person Specification



Job Title:	Attendance & Medical Officer	Ealing GLPC Grade: 6
School:	Horsenden Primary School	Post No:
Line Manager:	Deputy Headteacher for Inclusion	
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff	
Hours:	8.30am to 3.30pm, 32.5 hours per week, term time only + 1 week (39 weeks) + 2 days	

Essential Qualifications, Training and Experience

- a) At least five GCSEs at grade 4/C or above, or equivalent, including English and mathematics.
- b) Experience of working effectively with children and families.
- c) Experience of working in a primary school or comparable education, health or family-support setting.
- d) A current First Aid at Work or Paediatric First Aid qualification, or a willingness and ability to undertake and maintain both qualifications within the required timescales.
- e) Experience of undertaking administrative work requiring accuracy, confidentiality and careful record-keeping.
- f) Experience of using management information systems, databases and Microsoft Office applications. Experience of using a school management information system would be desirable.

Knowledge, Skills and Abilities

- g) Strong literacy, numeracy and IT skills, with a high level of accuracy and attention to detail when preparing correspondence, reports and attendance, medical, medication and accident records.
- h) The ability to establish positive professional relationships with children and adults, based on empathy, respect and appropriate professional boundaries.
- i) The ability to communicate clearly and professionally, both orally and in writing, with pupils, families, colleagues, healthcare professionals and external agencies, including when holding sensitive or challenging conversations.
- j) An understanding of confidentiality, data protection and the sensitive handling of personal, medical and family information.
- k) An understanding of children's emotional, physical and medical needs, including the safe management of medicines, individual healthcare plans and emergency medical arrangements, or a willingness to undertake the necessary training.
- l) The ability to remain calm and effective under pressure, work independently and as part of a team, prioritise competing demands and respond appropriately to changing situations.
- m) An understanding of the importance of regular school attendance, current attendance requirements and the need to work constructively with pupils and families to identify and address barriers to attendance, or the ability to develop this knowledge promptly.
- n) The ability to analyse attendance information, identify patterns and concerns and produce clear and accurate reports for school leaders and governors.
- o) A clear understanding of safeguarding responsibilities and a commitment to recognising, recording and reporting concerns promptly in accordance with school procedures.
- p) A commitment to continuing professional development, including reflecting on practice, identifying learning needs and completing required training.
- q) A commitment to equality and inclusion and to contributing positively to the ethos, values and wider life of Horsenden Primary School.

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Additional Requirements

- r) A commitment to promoting and safeguarding the welfare of children and young people.
- s) The physical and emotional capacity to undertake the duties of the role, with reasonable adjustments where required.

Prepared by: _____

Date: / /

Agreed by: _____

Date: / /