



WESTMINSTER UNDER SCHOOL

Day Matron – Person Specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A-Level (or equivalent)	Yes	
	Paediatric First Aid Qualification	Yes	
	Nursing Qualification		Yes
Knowledge/Experience	Experience gained in a similar or related role	Yes	
	Experience of working within a school		Yes
	Experience of providing first aid, nursing and/or pastoral support	Yes	
	Experience of working with children and young people	Yes	
	Experience of creating, documenting and implementing a range of an organisational process		Yes
	Experience using a range of office software products, including Microsoft office	Yes	
	Knowledge of GDPR regulations and confidentiality relating to sensitive and personal issues	Yes	
	Experience of effectively managing pupil behaviour	Yes	
	An understanding of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work	Yes	
Skills and abilities	Clear communication skills, both written and verbal	Yes	

	Ability to remain calm under pressure and take decisive action when required.	Yes	
	Excellent I.T. skills, including database management	Yes	
	Good organisational skills and the ability to prioritise and manage tasks	Yes	
	An eye for detail and accuracy	Yes	
	Ability to work autonomously and as part of a team	Yes	
	Positive and pro-active "can do" attitude	Yes	
	Friendly, warm personality with excellent inter-personal skills	Yes	