



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 in all aspects of the work | Yes | |
| Skills and abilities | Clear communication skills, both written and verbal | Yes | |

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| | 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 | |