

JOHN COLET SCHOOL
PERSON SPECIFICATION
Matron

Qualifications

- GCSE grade C or equivalent in English and Maths (essential)

Previous Work Experience

- Working as part of a team (essential)
- Working within an administrative role (desirable)
- First Aider at Work (desirable)

Professional Knowledge Skills & Experience

- ICT literate (essential)
- Excellent verbal and writing skills (essential)

People Management Skills

- Able to work professionally with other stakeholders and external agencies (essential)

Other Personal Qualities

- Organised with good time management skills (essential)
- Prioritising actions (essential)
- Has attention to detail (essential)
- Enjoys working with young people (essential)
- Ability to multi-task (essential)
- Ability to cope with pressure (essential)
- Able to stay calm in an emergency situation (essential)