

HEALTH CARE ASSISTANT - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Health Care Assistant Department: Pastoral			
Qualifications	Essential	Desirable	Method of assessment
Educated to GCSE level including Maths and English	★		Application form Interview
Relevant NVQ qualification		★	
Current First Aid qualification		★	
Skills and Experience	Essential	Desirable	Method of assessment
Experience gained as a Health Care Assistant		★	Application form Interview References Assessment exercise
A people person - able to relate to all staff and stakeholders at all levels	★		
Strong communication and interpersonal skills	★		
High administrative and organisational skills	★		
Excellent attention to detail and accuracy	★		
Ability to prioritise your workload and support that of your team	★		

Personal Qualities	Essential	Desirable	Method of assessment
Outgoing, positive attitude	★		Interview
Desire to build positive relationships with all stakeholders	★		Assessment exercise
Desire to work for the good of a team	★		

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Interest in working in a school environment	★		
Ability to work under pressure	★		
Ability to work outside normal office hours / weekends / evenings	★		
Fun personality, character, hard worker, professional, patient, empathy, resilient	★		
Diplomatic, calm and patient with the ability to manage challenging people	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		
Own transport - Pangbourne is in a rural location with limited public transport links			
Right to work in the UK	★		