



A Career at St Edmund's College

Health Centre Manager - Maternity Cover

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<ul style="list-style-type: none"> Registered Nurse / Paramedic. 		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Extensive, relevant experience. 	<ul style="list-style-type: none"> Experience working in a school environment. 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> A valid PIN. Good standard of spoken and written English. A clear understanding of confidentiality issues and respect for the Catholic Ethos. The ability to keep accurate records. 		Contents of the application form Interview Professional references

Personal competencies qualities, attitude and behaviours	<ul style="list-style-type: none"> • A strong sense of responsibility. • Ability to prioritise tasks. • Ability to work on own initiative. • Professional, friendly and a willing disposition. • Reliable and trustworthy. • Smart and standard professional nursing appearance. 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.