

Employee portraits

Job title:
Personal assistant

Qualifications

- A good range of GCSEs (or equivalent)
- RSA qualification at level I or II

Personal qualities

- Organised
- Reliable
- Responsible
- Good communicator

The role

- Help senior staff to do their job
- Organise workload and paperwork
- Deal with queries
- Fast moving, busy, with lots of variety

Skills

- Strong administration skills
- Computer/typing skills
- Work as part of a team

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Employee portraits

Job title:
**Emergency medical
dispatcher**

Qualifications

- Good basic GCSEs (or equivalent), including English, maths and a science subject
- Computer/typing qualification

Personal qualities

- Calm
- Work well under pressure
- Reliable

Skills

- Good with computers
- Team player
- Good communicator
- Understand basic medical terms

The role

- Play a key role in saving lives
- Take 999 calls
- Decide which emergency response(s) to send
- Send out emergency vehicles, including helicopters

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Employee portraits

Job title:
IT support officer

Personal qualities

- Good communicator
- Enjoy solving problems
- Enjoy helping others
- Work as part of a team
- Like variety

Skills

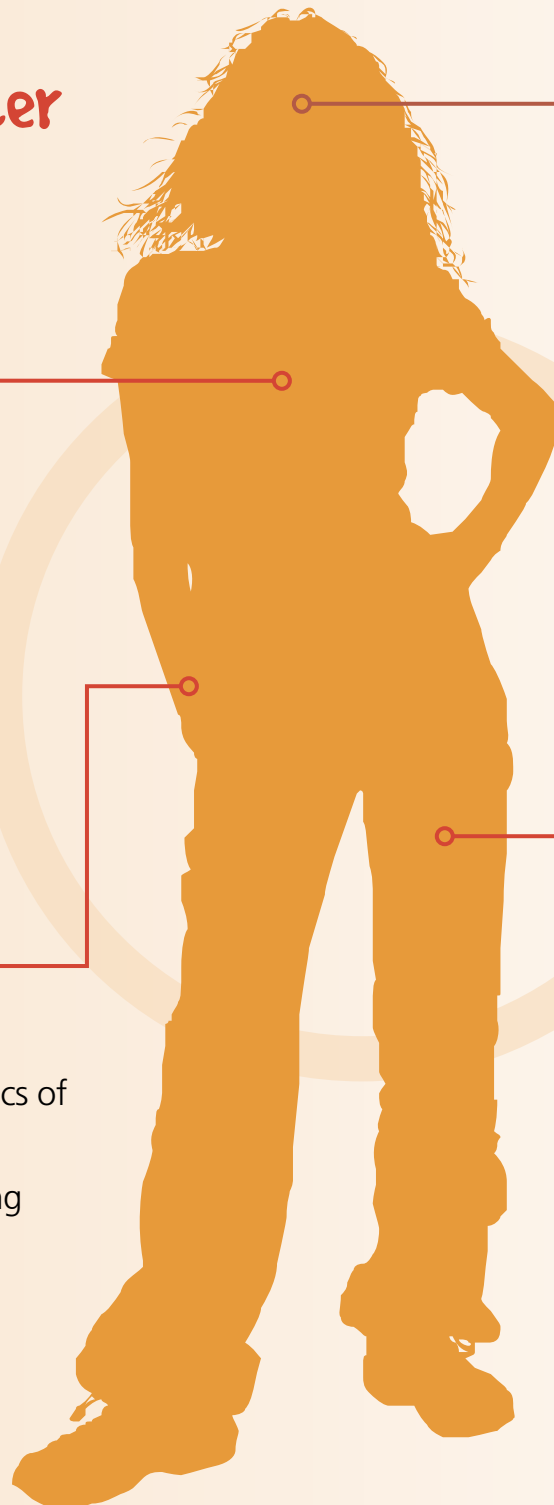
- Good IT skills
- Understand mechanics of computers
- Experience of working with computers

Qualifications

- Three 9-4 (A*-C) grade GCSEs (or equivalent)
- Consider taking AVAS levels

The role

- Making sure all IT systems are working properly
- Helping everyone get the best from their IT equipment
- Installing computer based programmes
- Fixing IT problems



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Employee portraits

Job title:
**Human resources
officer**

Personal qualities

- Enjoy working with people
- Easy to talk to
- Stay calm under pressure

Skills

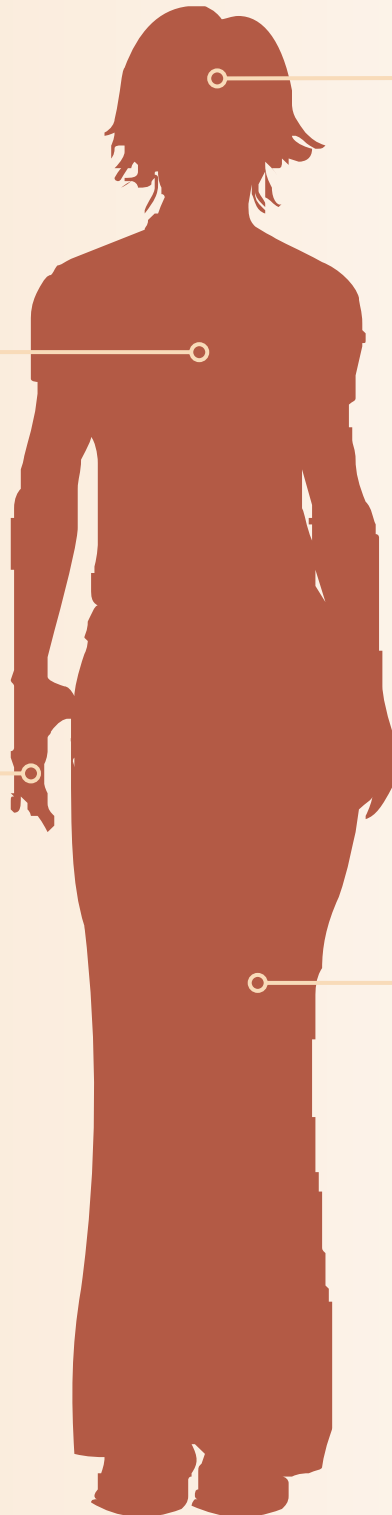
- Computer / IT skills
- Can multi-task
- Good organisation and administration skills

Qualifications

- Five 9-4 (A*-C) grade GCSEs (or equivalent)
- Consider applying for a BTEC in Human Resource Management

The role

- Help to employ staff to work in hospitals
- Write job descriptions and place adverts online
- Sort applications and arrange interviews
- Office administration and problem solving
- Help with staff training and development



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Employee portraits

Job title:
Gardener

Personal qualities

- Physical fitness and good health
- Like working outdoors
- Team worker

Skills

- Horticultural training
- Manual skills

Qualifications

- Three 9-4 (A*-C) grade GCSEs (or equivalent)
- Apply for a horticultural qualification such as RHS certificate, NVQ or BTEC award

The role

- General maintenance of grounds
- Ensure gardens are neat and tidy
- Helping to plan and design new gardens
- Busy, manual work

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- Fast moving, busy, with lots of variety

Skills

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- _____
- _____

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Personal qualities

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- _____
- _____

The role

- Play a key role in saving lives
- Take 999 calls
- Decide which emergency response(s) to send
- Send out emergency vehicles, including helicopters

Skills

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- _____
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IT support officer

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- Good communicator
- Enjoy solving problems
- Enjoy helping others
- Work as part of a team
- Like variety

Skills

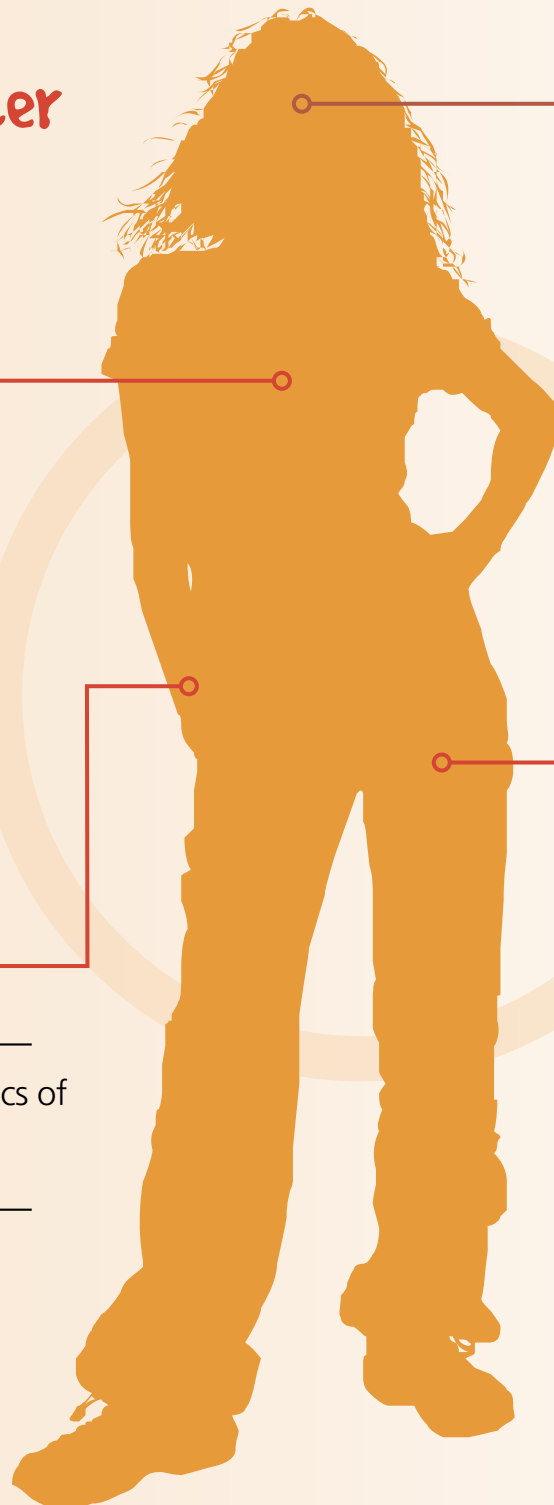
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- Understand mechanics of computers
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The role

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- Helping everyone get the best from their IT equipment
- Installing computer based programmes
- _____



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Employee portraits

Job title:
Human resources officer

Personal qualities

- _____
- _____
- Stay calm under pressure

Skills

- _____
- Can multi-task
- _____

Qualifications

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- Office administration and problem solving
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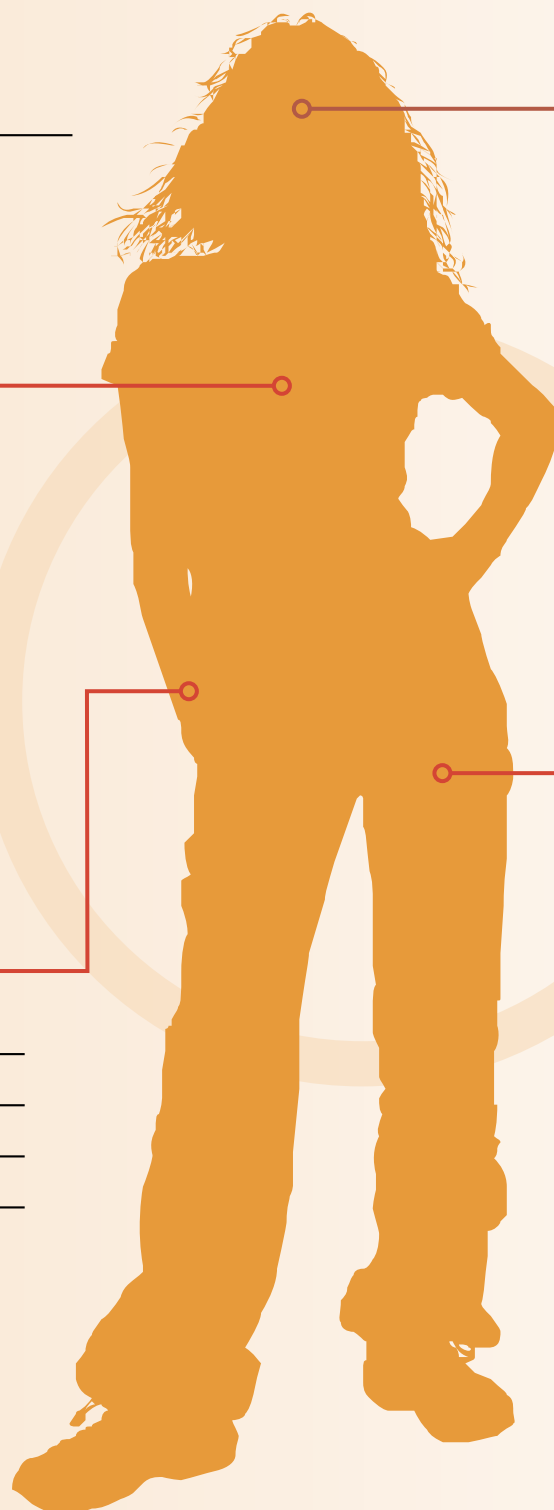
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Celebrating our
10
anniversary



Employee portraits

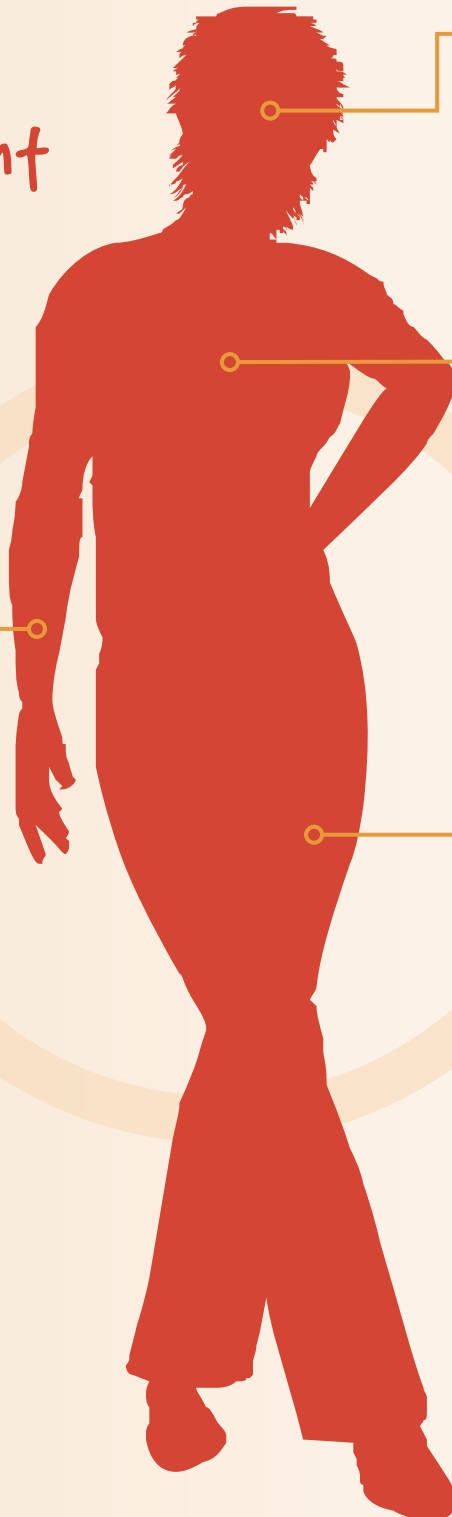
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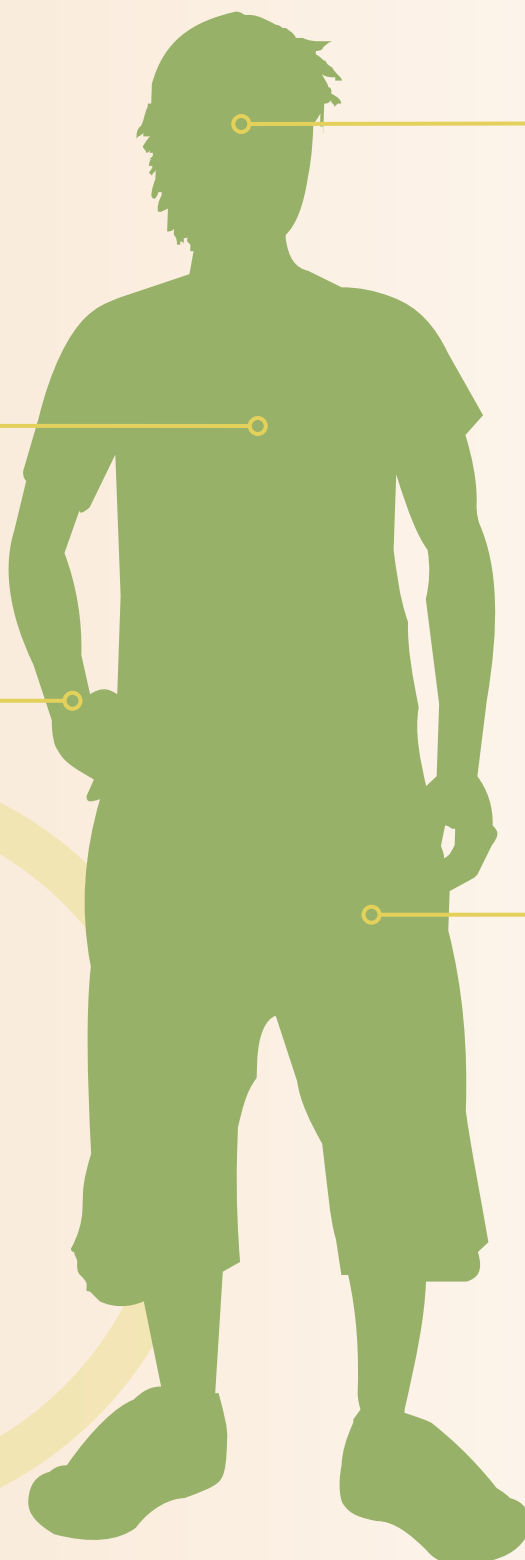
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