

Person Specification

[SEND Administrator]

Criteria	Essential	Desirable
Qualifications		
Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	E	
Level 3 Qualification in Administration or equivalent		D
Experience		
Experience in public or private sector administration	E	
Experience of operating administrative systems, including Microsoft Word, Excel and use of emails.	E	
Experience of working within school setting	E	
Experience of accurate recording of meetings.	E	
Experience of working with children with special educational needs.	E	
Understanding of SEND practices and statutory/legal processes, including EHCPs and SEND funding.	E	
An understanding of child protection, health, safety and security		D
Defusing difficult situations in a calm manner		D
Knowledge and Skills		
Good ICT skills and the ability to use the keyboard with speed and precision	E	
Knowledge of admin and office systems	E	
Good written and verbal communication skills	E	

Problem solving skills	E	
Analytical skills	E	
Attention to detail, neatness and accuracy	E	
Organisational skills	E	
Ability to work successfully in a team	E	
Confidentiality	E	
Ability to work to deadlines and prioritise own workload	E	
Able to work under pressure	E	
Approachable, friendly and welcoming	E	
Personal Qualities		
To be committed to the school's policy and ethos.	E	
To be committed to Continual Professional Development.	E	
Motivation to work with children and young people, particularly those with additional needs.	E	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	
Enhanced DBS clearance required	E	
A passion for working with children with special educational needs.	E	