

# Person Specification

Administrative Support – Child Protection,  
Safeguarding and SEN

	Essential	Desirable
<b>Qualifications, and Training</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Qualification</li> <li>Microsoft Office Qualification</li> <li>Safeguarding training</li> <li>First Aid training</li> </ul>
<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Recent relevant experience of an administrative role where literacy and numeracy skills are evident</li> <li>Ability to produce high quality documents</li> <li>Experience of working effectively as part of a team</li> <li>Experience in using Management Information Systems</li> <li>Excellent organisational skills</li> <li>Experience of developing and maintaining effective filing systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an educational context</li> <li>Previous experience of the EHCP process</li> <li>Experience of care plans</li> <li>Knowledge of using SIMS database</li> <li>Understanding of safeguarding policies/procedures</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work with a wide range of people</li> <li>Good organisation skills</li> <li>Ability to build effective working relationships with colleagues</li> <li>Ability to stay calm and controlled under pressure and to meet deadlines</li> <li>Ability to communicate effectively and concisely both in verbal and written form to a variety of audiences</li> <li>Able to carry out research/ information gathering</li> <li>Experience of engaging with a wide range of people including parents and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>Ability to think creatively and contribute new ideas</li> </ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>Effective communicator both in verbal and written form.</li> <li>Conscientious, confident and reliable</li> <li>An advocate for the Academy and Trust</li> </ul>	
<b>Commitment To</b>	<ul style="list-style-type: none"> <li>Commitment to diversity and equality of opportunity in all working practices</li> <li>Commitment to child protection and safeguarding policies and procedures</li> <li>Commitment to the values and vision of Maltby Learning Trust</li> <li>Commitment to personal professional learning and development</li> </ul>	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Good attendance record in current employment, (not including absences due to disability)</li> </ul>	