

PERSON SPECIFICATION – SEN ADMIN ASSISTANT

Essential unless noted as desirable

- Experience of working in a school setting (desirable)
- Appropriate experience in administration
- Proven track record of working with a team
- Excellent IT skills (Microsoft office, email, internet, etc)
- Knowledge of SIMS database (desirable)
- Willingness to learn new skills and acquire new areas of knowledge
- Excellent verbal and written communication skills
- Able to prioritise workload
- Flexible working and ability to multi-task
- Calm in a crisis
- Uses own initiative
- Able to interact effectively with staff, parents, students and outside agencies
- Efficient, organised and meticulous
- Discreet
- Understanding and sensitive to others
- Keen to develop the role