Person Specification
SEND Administrator

	Essential Attribute	**Identified by**
Qualifications	Educated to NVQ Level 3 or equivalent	A
Experience	Successful experience of administrative work in a busy school environment or equivalent	A
Knowledge and Skills	Excellent working knowledge of Microsoft Office applications (Excel and Word)	A I
	Ability to take minutes accurately	A I
	Working knowledge of general school policies and procedures	A I R
	Working knowledge of confidentiality and its limitations including an ability to deal with information in a sensitive and confidential manner	A I R
	Ability to work collaboratively with others as part of a team	A I R
	Ability to work on own initiative within set boundaries	A I R
	Effective planning and time management skills with the ability to meet deadlines	A I R
	Excellent organisational skills	A I R
	Ability to work accurately with attention to detail	A I R
	Ability to work in partnership with and communicate with all stakeholders with resilience and enthusiasm	A I R
	Ability to produce high quality reports and letters	A I
	Excellent interpersonal skills and communication skills, both verbally and in writing	A I R
	Knowledge of GDPR in relation to administrative retention periods	A I R

	Desirable Attributes	**Identified by**
Knowledge and Skills	Knowledge of relevant safeguarding legislation and statutory guidance	A I
	Knowledge of SEND administration	A I
	Knowledge of Arbor	A

A = Application Form I = Interview R = Reference