



The Cardinal Wiseman Catholic School

SEND Administrator Person Specification



Job title:	SEN Administrator
Salary and Grade:	Grade 5, SP 12-15 (Term Time Only)
Hours	35 hours a week
Line Manager:	Ms N Gray (Head of Learner Support)

Requirements

Education and Experience

- Good numeracy and literacy skills (Attained a C grade or above at GCSE or equivalent exam in English and Mathematics)
- Experience of working within a school /learning environment
- Experience of general clerical/administrative work

Knowledge and understanding

- Support the Catholic ethos of the school
- How the health and safety regulations apply to the school
- How equal opportunities policies impact on the school
- To be responsible, along with all school staff, for promoting and safeguarding the welfare of children and young people within the school

Skills

- To effectively carry out all duties as identified in the job description
- To develop a work routine that systematically covers all aspects of the Job Description
- To have a good understanding of Microsoft Office and a working understanding of SIMS

Personal Qualities

- The ability to work without supervision and to given timescales
- The ability to communicate effectively with a wide variety of audiences
- A good health record and work attendance record
- A commitment to further professional training and development
- Be DBS checked and cleared