



BURNHAM GRAMMAR SCHOOL

SEND Manager Person Specification

Qualifications and knowledge	Essential	Desirable
A sound knowledge of the work of a school	√	
General secretarial/administrative	√	
Child protection and safe working practices.	√	
Current valid UK Driving Licence and ability to travel to other sites		√
Educated to GCSE level with Maths and English at Grades A*-C or equivalent	√	
Good numeracy and literacy skills.	√	
Skills and abilities	Essential	Desirable
Ability to work independently demonstrating initiative and proactivity	√	
Ability to contribute to whole school planning	√	
Ability to develop and maintain efficient record keeping systems.	√	
Ability to problem solve through appropriate consultation.	√	
Responsibility for induction, appraisal, development etc where appropriate	√	
Ability to identify work priorities and manage own and others workload to meet deadlines whilst ensuring that lower priority work is kept up to date.		√
Ability to take responsibility and work with autonomy within set boundaries	√	
Excellent interpersonal skills, including the ability to manage challenging issues with staff, parents and students	√	
Ability to present appropriately to a range of audiences	√	
Effectively work and communicate with people at different levels, both within and outside the organisation.	√	
The ability to write clearly and concisely and to produce and maintain documents and systems	√	
Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.	√	
Methodical with a good attention to detail.	√	
Ability to manage confidential and sensitive information	√	
Experience	Essential	Desirable
Experience of, or willingness to learn, a range of computer applications	√	

Experience of working in a Secondary School		√
Experience of working with young people	√	
Personal Qualities	Essential	Desirable
Passionate about helping all students identify and fulfill their potential	√	
Remain calm under pressure and look for the best in the young people they are working with	√	
Motivation to undertake further professional training as appropriate.	√	
Flexibility to adapt to change whilst maintaining predefined standards.	√	