

**ST OSCAR ROMERO CATHOLIC SCHOOL
PERSON SPECIFICATION**

SEN Administration Assistant

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The Essential Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The Desirable Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The How Identified column shows how the school will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Qualifications And Experience	<ul style="list-style-type: none"> • To possess GCSE English & Maths • To possess, or be willing to achieve, a First Aid Certificate • Previous experience in a fast moving office environment 	<ul style="list-style-type: none"> • Application Form/Checking of Certificates 	<ul style="list-style-type: none"> • Secretarial/administrative qualifications • IT qualifications • First aid qualifications 	<ul style="list-style-type: none"> • Application form/checking of Certificates
Skills And Knowledge	<ul style="list-style-type: none"> • Microsoft Office experience, including production of booklets and mail merge • Use of Excel • Use of up to date IT systems including Microsoft and Google • Ability to work within a team context • Able to work flexibly • Ability to work on own initiative • Ability to communicate effectively, with employees of the school and other community organisations/groups • Ability to present information in a variety of forms • Ability to use and interpret data 	<ul style="list-style-type: none"> • Application Form/Interview 	<ul style="list-style-type: none"> • Experience of school systems – Bromcom • Previous work in a SEN environment or familiar with terminology/willingness to learn 	<ul style="list-style-type: none"> • Application form • Explore at interview • References

Competencies	<ul style="list-style-type: none"> • Fast, accurate typist • Excellent oral and written communication • Ability to work under pressure and to tight deadlines. 	<ul style="list-style-type: none"> • Application form • Explore at interview • References 		
Personal Qualities	<ul style="list-style-type: none"> • Supportive of Catholic ethos of the school • Excellent communication skills • Reliable and trustworthy • Conscientious and caring • Ability to observe confidentiality • Adaptable and flexible • Team player • Organised and tidy • Friendly manner 	<ul style="list-style-type: none"> • Application form • Explore at interview • References 		
Motivations And Expectations	<ul style="list-style-type: none"> • Self motivated • Keen to learn • Keen to take part in training as required 	<ul style="list-style-type: none"> • Application form • Explore at interview • References 		
Overall Presentation	<ul style="list-style-type: none"> • Acceptance of staff dress code • Enthusiasm • Confidence 	<ul style="list-style-type: none"> • Application form • Explore at interview • References 		