

<b>Person Specification for the Post of Inclusion and Admin Assistant</b>		Ess	Des	Evi
<b>Knowledge</b>	Knowledge and understanding of the purpose of primary education.	E		A/I
	Knowledge of school procedures and practices so that internal and external enquirers can be dealt with effectively.		D	A/I
	Knowledge and understanding of inclusive practice.	E		A/I
	Knowledge and understanding of safeguarding practice and procedure.	E		A/I
	Knowledge of Microsoft Office and operating telephone systems.	E		A/I
	Working knowledge of data protection legislation.		D	A/I
<b>Qualifications &amp; Experience</b>	GCSE A* - C English and Maths or NVQ III or equivalent.	E		A
	A levels or equivalent qualifications/additional qualifications.		D	A
	Experience of administrative experience in an office or school environment.	E		A/I
	Experience of safeguarding practice and procedures.		D	A/I
	Basic word processing skills and a basic working knowledge of Excel.	E		A/I
	Experience of working with a range of agencies.		D	A/I
<b>Leadership and Management Framework</b>	Sound organisational skills.	E		A/I
	Ability to maintain effective and accurate records.	E		A/I
	Ability to work independently and take initiative when appropriate.	E		A/I
	Ability to determine priorities and deal with conflicting deadlines.	E		A/I
	Ability to pay close attention to detail.	E		A/I
	Ability to work under pressure in the School environment.	E		A/I
	An understanding of the necessity for maintaining strict confidentiality, where appropriate.	E		A/I

	Resourcefulness, enthusiasm and patience.	E		A/I
	Ability to undertake work in a variety of advanced tasks requiring detailed knowledge and skills in a specialist area.	E		A/I
<b>Engaging with others</b>	Excellent interpersonal and oral communication skills.	E		A/I
	Sound written communication skills to draft routine reports and correspondence and take accurate messages or minutes at meetings.	E		A/I
	Ability to deal with staff, pupils, parents, visitors and outside agencies, including the ability to promote the image of the School.	E		A/I
	Flexibility and ability to work as part of, and contribute to, the school's Inclusion and Administrative Support Team.	E		A/I
<b>Other</b>	1. A satisfactory Enhanced DBS disclosure.	E		A
	2. IT literate and willing to undertake further training as required.	E		A/I
	3. A commitment to continuous professional development.	E		A/I
	4. A commitment to the highest standards of child protection and safeguarding, with a willingness to undertake safeguarding training.	E		A/I