**Person Specification: EHCP and Admissions Administrator**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications & Training** | * Excellent communication skills, both verbal and written. * Excellent communication skills, both verbal and written. * Be willing to undertake further training. * Vast experience of administrative work * Experienced minute taker | * Educated to GCSE or equivalent including math and English (grade A-C) * NVQ in administration * Experience in a school setting. * Minute taking qualification |
| **Experience** | * Office experience of at least 2 years * Experience of working in a team. * Diary Management | * Experience working with Sims. * Experience with admissions/EHCP |
| **Knowledge and understanding** | * Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion * Be confident in the use of Excel, Word, email and database programs * Understand GDPR legislation |  |
| **Skills** | * Ability to communicate with a wide range of people which include pupils, staff, parents, visitors; * Promote a positive working environment; * Be able to prioritise workloads; have excellent time management and organisational skills; * Accurate and efficient record keeping and filing * Be able to work under pressure and meet deadlines * Produce accurate work * Understand the need for confidentiality * Be able to use own initiative and also work well as part of a team |  |
| **Personal characteristics** | * Warm approachable manner * Excellent time keeper * Professional, discreet and tactful * Patient and courteous * Organised and resourceful * Committed * Smart professional appearance * Positive * Willingness to learn |  |
| Special requirements | * Committed to safeguarding and promoting the welfare of children. * Have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check * Be willing to undergo a pre-employment health check |  |