**Person Specification: EHCP and Admissions Administrator**

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|  | **Essential** | **Desirable** |
| **Qualifications & Training** | * Excellent communication skills, both verbal and written.
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* 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
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| **Experience** | * Office experience of at least 2 years
* Experience of working in a team.
* Diary Management
 | * Experience working with Sims.
* Experience with admissions/EHCP
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| **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
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| **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
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| **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
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| 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
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