

Essential:	Desirable
<p>Qualifications:</p> <ul style="list-style-type: none"> • GCSE English and Maths at Grade 4+ / C+ or equivalent • Good numeracy/literacy/ICT skills 	<ul style="list-style-type: none"> • Understanding of SEND Administration • Training in the use of SIMS or other MIS systems • IT qualification
<p>Experience:</p> <ul style="list-style-type: none"> • Previous employment in an administrative role • Confident in communication via telephone or email 	<ul style="list-style-type: none"> • Working with or caring for children in an educational setting • Experience of working with children having a range of special needs • Experience of minute taking and production of summary notes
<p>Knowledge & Skills:</p> <ul style="list-style-type: none"> • Ability to manage time effectively and work to tight deadlines • General understanding of SEND in a school setting • A commitment to safeguarding and child protection • Effective use of ICT • Ability to relate well with children and adults • Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles • Good communication skills 	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice and awareness of relevant legislation including the SEN CoP, and Keeping Children Safe in Education.