



Administrative Assistant (SEND) Person Specification

Qualifications and Training	Essential (E) Desirable (D)	Assessment
A good standard of education (minimum of 5 GCSEs or equivalent)	E	A
Experience and Knowledge		
Knowledge of or willingness to learn about the SEND code of practice	E	A/I
Good Literacy and numeracy knowledge	E	A/T
Good level of computer literacy and demonstrable ability to make use of the technology available, including Microsoft Office	E	A
An understanding of Office Administration	E	A/T/I
Experience working in a school environment	D	A/I
Experience of working with children with Special Educational Needs and Difficulties	D	A/I
An understanding of SEND needs eg. ASC, ADHD, Dyslexia	D	A/I
Personal Qualities		
The ability to meet strict deadlines and work well when under pressure without compromising accuracy	E	A/T
The ability to work effectively in an organised and methodical manner	E	A/T
An eye for detail	E	I/T
Ability to work collaboratively as part of a team	E	A/I
Flexibility and the ability to adapt to change	E	I/T
Confidentiality and an understanding of the need for discretion	E	I/T
The ability to establish positive relationships with staff and students throughout the school	E	I/T
Ability to manage a high volume of workload	E	I
Effective communication and presentation skills, both oral and written	E	I/T
Trustworthiness, reliability and good timekeeping	E	I
Smart appearance and a professional manner	E	I
The ability to identify training needs and how these may be met as part of a process of continuing professional development	E	I
A strong sense of school ethos and values and willingness to be fully involved in the wider school, and assisting in appropriate projects or duties as indicated by the Finance and Resources Manager	E	I

A – Application Form, I – Interview, T – Task

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