**SPONNE SCHOOL**

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**Person Specification**

**SEN Administrator**

**Essential Skills & Experience**

* Experience of working in a school or care environment with young people with Special Educational needs
* Knowledge and understanding of safeguarding requirements and the duty to protect students
* Able to demonstrate tolerance and understanding and be positive, open and professional with a caring nature
* Ability to relate well to staff, parents/carers and students and maintain confidentiality
* Team player with good interpersonal skills, able to communicate with a wide range of people
* Appropriate experience in administration with excellent organisational skills – ability to work accurately with an eye for detail and a systematic approach
* Accurate written communication skills, including proof reading
* Computer literate, proficient in Microsoft Office (including Excel)
* Able to work under direction as well as organise own time effectively and flexibly
* Adaptable and able to cope with changes to routine at short notice
* Ability to work efficiently when multi-tasking
* Educated to GCSE level

**Desirable**

* Experience of dealing with safeguarding issues
* An understanding of Special Educational Needs and Disabilities would be advantageous

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