



Person Specification - An exact match to all the 'Essential' criteria is **NOT** a requirement. Candidates with 'transferable skills, qualities and experience will be considered.

Role Title: - School Admin Assistant in the SEND department

Qualifications	Essential	Desirable
Minimum 5 GCSEs or equivalent including English. Commitment to continuing development	•	
Experience	Essential	Desirable
Possess excellent verbal and written communication skills	•	
Good telephone manner, polite and professional at all times	•	
Ability to communicate effectively with all stakeholders	•	
Experience of working independently and as part of a team and good interpersonal skills	•	
Experience of working with changing and challenging priorities/ability to multi task	•	
Experience of working in a school		•
Personal Qualities	Essential	Desirable
Possess honesty and integrity	•	
Meticulous attention to detail	•	
Ability to 'get jobs done' efficiently and effectively	•	
Ability to work under pressure, prioritise and meet deadlines	•	
Employ discretion and demonstrate a clear understanding and appreciation of confidentiality	•	

Positive attitude to personal development and continuous professional development	•	
A friendly disposition and good sense of humor	•	
Smart appearance	•	
Ability to communicate effectively with all stakeholders	•	
Ability to communicate effectively with parents, external agencies and other schools	•	
Someone who is prepared to 'go the extra mile'	•	
Professional, confidential	•	