

Personal Specification SEND Administrator

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| <p><u>Qualifications & Experience</u></p> | <p>Must have</p> <ul style="list-style-type: none"> ○ Excellent literacy and numeracy skills (minimum of 5 GCSE grade A – C or equivalent) ○ Competent user of Microsoft Office <p>Desirable to have</p> <ul style="list-style-type: none"> ○ Experience in an educational environment |
| <p><u>Skills and ability:</u></p> | <p>Must have</p> <ul style="list-style-type: none"> ○ Excellent communication skills in all formats ○ Ability to work constructively as part of a team, understanding school roles & responsibilities and own position within these ○ Enthusiasm for working with children and adults ○ Ability to prioritise workloads and conflicting deadlines ○ Ability to act with confidentiality, tact and discretion <p>Desirable to have</p> <ul style="list-style-type: none"> ○ Experience of a School Management Information System |
| <p><u>Disposition/Attitude:</u></p> | <p>Must have</p> <ul style="list-style-type: none"> ○ Flexible and approachable attitude ○ Be proactive and show initiative and innovation ○ Deal with challenging situations where necessary ○ Ability to work calmly demonstrating a courteous, professional and friendly approach |
| <p><u>Commitment and other requirements:</u></p> | <p>Must have</p> <ul style="list-style-type: none"> ○ Committed to personal learning and development in the workplace and willing to undertake training as required ○ Undertake regular safeguarding training as required ○ Ensure that statutory and Ofsted requirements for Safeguarding are met ○ Adherence to confidentiality at all times ○ Willingness to be an active and supportive member of the school community |

