



SANDHURST SCHOOL

PERSON SPECIFICATION

Job Title: SEND Administrator	Department: Support Staff
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KEY CRITERIA	E/D	REQUIREMENT
Qualifications and Training	E E D	<ul style="list-style-type: none"> ● GCSE Maths and English at a grade C (4) or above. ● Willing to partake in further in-service or external staff development and training and take responsibility for own professional development and be ● Qualifications above GCSE- A level, degree or other higher-level qualification.
Competence Summary (Knowledge, abilities, skills, experience)	E E E E E E E D D	<ul style="list-style-type: none"> ● Strong communication skills ● Strong organisational skills ● Ability to maintain a professional manner in challenging situations ● Adaptable and flexible in approach to the work ● Ability to multi-task ● Ability to relate well to children and to adults ● Good use of standard IT packages and ability to learn other packages as required. ● Experience of working in a school or other educational setting ● Experience of using SIMS
Work-related Personal Requirements		<ul style="list-style-type: none"> ● Term time only plus 10 days during non-term days ● Must attend INSET at the start of the academic year
Other Work Requirements		<ul style="list-style-type: none"> ● The Trust and School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. ● Satisfactory DBS check ● The post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to and concerns are raised in accordance with school policy

E – essential
D - desirable