

Person Specification

Job Title:	Administrator – Behaviour and SEN Team
Salary & Grade:	WHF NJC L Grade
Reports to:	SENCO and Vice Principal – Behaviour & Attitudes

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	Identification Method
Education & Qualifications			
NVQ Level 2, GCSEs (minimum Grade C) or equivalent, in English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Relevant Experience			
Experience of general clerical and/or administrative work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Experience in an office or school environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Customer care / customer service experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Skills & Abilities			
IT literate with sound working knowledge of Microsoft Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Good numeracy and literacy skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Good attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Able to prioritise own workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form Interview
Specialist Knowledge			
First Aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
SEN Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form Interview
Disposition, Values & Behaviours			
Self-motivated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able to develop and maintain good relationships with pupils and their parents/carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Front-line reception duties, dealing with pupils and parents who may sometimes make emotional demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Decision-making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview