

PERSON SPECIFICATION



JOB TITLE: SEND Admin Assistant

Area	Details	Essential requirements	Desirable requirements
Qualifications	Required qualifications for this role	Have GCSE / O-Level Grades A* to C in English and Maths or equivalent. GCSE English & Maths Level 4 or above	
Experience & Knowledge	Specific knowledge / experience required for the role	Have experience of working in an office or school environment. Have knowledge of relevant safeguarding/child protection legislation and best practice. Be able to use Word, Excel and Outlook to intermediate level.	Have work experience in a similar or same role in an administrative capacity Have experience of working within an educational setting with young people with SEND Experience with google packages such as Gmail, Google Docs & Google Sheets.
Skills	Specific skills required for the role	Able to form appropriate relationships with young people Have effective written and oral communication skills. Have excellent inter-personal skills, ability to work collaboratively and also lead a team. Be self-motivated, self-reliant and well organised. Be able to cope with conflicting demands, deadlines and interruptions. Be able to work on their own initiative and be a good team player.	Have experience of Sims Database, and other educational platforms.
Personal Attributes		Good organisational skills Ability to work under pressure Ability to communicate verbally and in writing with a range of people including parent/carers, staff, governors, visitors. Commitment to the pursuit of excellence in academic achievement, extra-curricular contribution and behavioural standards.	