

Person Specification

Administrative Support Assistant - SEN

	Essential	Desirable
Qualifications, and training	<ul style="list-style-type: none"> GCSE English and Mathematics A*-C or equivalent qualification 	<ul style="list-style-type: none"> Level 3 Qualification Microsoft Office Qualification Safeguarding training First Aid training Full clean driving licence
Experience, knowledge and understanding	<ul style="list-style-type: none"> Recent relevant experience of an administrative role where literacy and numeracy skills are evident Ability to produce high quality documents Ability to work effectively as part of a proactive team as well as on your own initiative. Experience in using Management Information Systems A proficient level of competency in IT systems including Microsoft Office. Experience of developing and maintaining effective filing systems Experience of engaging with a wide range of people including parents and external agencies 	<ul style="list-style-type: none"> Experience of working within an educational context Previous experience of the EHCP process Experience of care plans Knowledge of using Bromcom database Understanding of safeguarding policies/procedures
Skills and abilities	<ul style="list-style-type: none"> Ability to work with a wide range of people Ability to build effective working relationships Ability to communicate effectively and concisely both in verbal and written form to a variety of audiences Excellent organisation skills Ability to stay calm and controlled under pressure and to meet deadlines Ability to meet deadlines. Ability to be self-directed. Able to carry out research/ information gathering 	<ul style="list-style-type: none"> Ability to think creatively and contribute new ideas

Personal qualities and attributes	<ul style="list-style-type: none"> • Effective communicator both in verbal and written form. • Conscientious, confident and reliable • An advocate for the Academy and Trust 	
Commitment to	<ul style="list-style-type: none"> • Commitment to diversity and equality of opportunity in all working practices • Commitment to child protection and safeguarding policies and procedures • Commitment to the values and vision of Maltby Learning Trust • Commitment to personal professional learning and development and willingness to attend training courses 	
Attendance	<ul style="list-style-type: none"> • Good attendance record in current employment, (not including absences due to disability) 	
Written application	<ul style="list-style-type: none"> • A well-constructed and concise application, showing evidence of knowledge, planning and enthusiasm for the role and for the Academy within the Maltby Learning Trust. 	

The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.