

### PERSON SPECIFICATION

Section: <b>Administration</b>	Reports to: <b>Lead SENDCo</b>
Job Title: <b>Admissions Officer</b>	Grade/Salary Range: <b>5: £32,192 - £34,684</b> <b>pro-rata approximately:</b> <b>£28,787 - £31,015</b>
Working Pattern: <b>37 hours per week</b>	Working Weeks per annum: <b>41</b>

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	5 GCSEs A-C (including Maths & English)	Degree, QTS, NASENDCo	Certificates at interview
<b>Training</b>	Evidence of Continuing Professional Development	Previous SEN Admissions in a mainstream or specialist setting	Application Form  Interview
<b>Experience</b>	Experience of working in an administration role  Dealing with complex tasks	Experience of working in a school environment  Understanding of SEN admissions process  Good understanding of the SIMS database	Application Form   Interview
<b>Knowledge and Skills</b>	Excellent organisational skills  Effective and clear communication skills  Accuracy and attention to detail  Competent in the use of Microsoft Word and Excel	Knowledge of the SEN Code of Practice  Able to use a range of ICT and database packages.  Able to produce and present reports in a logical, clear and concise format	Application Form  Interview
<b>Personal Qualities</b>	Understand the importance of discretion and confidentiality  Flexible and adaptable  Pro-active with the ability to use	Shares knowledge with others  Understanding of promoting positive relationships within the wider school community	Interview

	<p>initiative</p> <p>A professional and welcoming manner</p> <p>An empathetic yet assertive approach</p> <p>Ability to work under pressure and meet deadlines</p> <p>Enthusiastic, observant and operate with integrity</p> <p>Adaptable and flexible</p> <p>Operates with patience and tact</p> <p>Work well as part of a team</p>		
<b>Other</b>	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Committed to equality of opportunity</p> <p>Car driver</p>		<p>Application Form</p> <p>Interview</p>

**Signature:** .....

**Line Manager**

**Date:** .....

**Signature:** .....

**Job Holder**

**Date:** .....