

ABBHEY SCHOOL

PERSON SPECIFICATION

Post Title: Admin Assistant (EHCP / Admin)

Band: E Term time 37hours

| | Essential | Desirable | How Assessed |
|--|--|---|---|
| <p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Grade C or above in both English & Maths GCSE or equivalent • Experience of supporting children with special educational needs and challenging behaviour • Admin qualification level 2 minimum • First aid or willingness to undertake • Managing medication or willingness to undertake • Experience of working in a school / academy office • Experience of using school office systems including Bromcom, Seesaw etc • Knowledge of EHCP plans • Experience of minuting meetings | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>AF</p> <p>AF</p> <p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |
| <p>Developing self and working with others</p> <ul style="list-style-type: none"> • Ability to set appropriate and challenging targets for self and others • Ability to make and take decisions both individually part of a team. • An understanding of when to consult or seek advice and when to be responsive to feedback • Ability to contribute to and share quality practice with the TA's, teachers and admin team. • Commitment to a partnership between staff, parents and students • Demonstrate ability to work sensitively and effectively with parents/carers and pupils as agreed. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> | <p>I/R</p> <p>I/O</p> <p>I</p> <p>I/R</p> <p>AF/I/R</p> <p>AF/I/R</p> |
| <p>Personal Qualities and Attributes</p> <ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to enthuse and motivate others • Self-reflective practitioner • Ability to prioritise • Ability to work under pressure • Dynamic, positive, creative and constructive • Open and approachable • Conscientious, honest and reliable • Child centred • Capacity to make dynamic risk assessments and remain calm in challenging circumstance. • Energy, enthusiasm, adaptability and a good sense of humour. • Smart professional appearance | <p>✓</p> | <p></p> | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> |
| <p>Safeguarding</p> <ul style="list-style-type: none"> • Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children | <p>✓</p> | <p></p> | <p>I/R</p> |

| | | | |
|---|---|--|--------|
| <ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults • An understanding of and commitment to equal opportunities issues both within the work place and the community in general • A criminal records check at and enhanced level • Exempt from the rehabilitation of Offenders Act, 1974 (All spent convictions to be declared) | ✓ | | AF/I/R |
| | ✓ | | I |
| | ✓ | | DBS |
| | ✓ | | AF |
| Physical requirements <ul style="list-style-type: none"> • No serious health problems which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments) • Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) • Own car / ability to drive | ✓ | | I/R |
| | ✓ | | I/R |
| | ✓ | | I |

Key: AF – Application Form I – Interview O - Observation R – Reference

This specification has been prepared in accordance with the requirements of the Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.