PERSON SPECIFICATION

Job Title: **EHCP Administrator**

Reports to: **EHCP Manager**

Competency	Description	Essential	Desirable
Skills, knowledge or aptitudes	Excellent communication skills demonstrating a command of written and spoken English	*	
	Ability to handle multiple tasks simultaneously, cope with competing priorities and remain flexible, calm, proactive and efficient	*	
	Ability to work in a collaborative environment, using initiative with minimal supervision	*	
	Proficient in using IT software, MS Office and willing to learn new systems.	*	
	Expertise in current office practices and issues, including use of all electronic devices: photocopies/scanner etc.	*	
	Flexible and able to adapt to new ways of working	*	
Experience relevant to the role	Experience of working in a SEN environment		*
	Evidence of experience of working in an education environment		*
	Experience of dealing with enquiries and concerns of a wide range of people both in person and on the telephone	*	
	Evidence of ability to cope in a fast paced and sometimes challenging environment	*	
	Evidence of dealing with confidential work		*
Qualifications	GCSE standard – English and Maths, Grade 4 or above	*	
	Full driving licence		*
Personal Qualities	Confident, highly motivated with a strong personal commitment to your work	*	
	Excellent interpersonal skills with sensitivity to others, in person and on the telephone	*	
	A strong team player	*	
	Personal stamina and tenacity	*	
	A good sense of humour	*	
	Patience and understanding with an empathy for others	*	

Personal Qualities cont…	Detail orientated	*	
	Discrete, trustworthy and confidential	*	
	Calmly assertive and self-assured yet friendly and approachable	*	
	Excellent organisational skills with the ability to multi-task	*	

SAFEGUARDING STATEMENT: Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

17.11.2025