St Philip's School

Harrow Close, Chessington, Surrey, KT9 2HR
020 8397 2672
www.stphilips-chessington.org
office@stphilips-chessington.org
Principal: Ben Walsh

Person Specification

Essential Skills & Experience

- Experience working in a school or educational environment.
- Strong understanding of the SEND Code of Practice and EHCP processes.
- Excellent organisational and administrative skills.
- Ability to manage sensitive information with discretion.
- Confident communication with staff, parents, and external professionals.
- Strong IT skills, particularly in Microsoft Office, Excel and school MIS systems.
- Ability to meet deadlines and prioritise workload effectively.

Desirable

- Experience coordinating Annual Reviews.
- Knowledge of local authority SEND procedures.
- Training in SEND or Safeguarding.
- Experience supporting children with SEND in a school setting.

Key Attributes

- Attention to detail
- Empathy and patience
- Professionalism
- Team player with a proactive approach

Flexible and adaptable