

Person Specification

Job Title: Inclusion & Consequences Administrator

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working in an office environment		✓
Previous experience of working in a school environment		✓
Skills		
Ability to effectively communicate with a wide range of audiences	✓	
Ability to understand and apply SEN legislation		✓
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to accurately minute meetings	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures		✓
Other		
Satisfactory DBS check	✓	