

Person Specification

Person Specification: PA to the SEND and Inclusion Team

Category	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> - GCSEs (or equivalent) in English and Maths (Grade C/4 or above) - Evidence of ongoing professional development relevant to administrative or SEND support 	<ul style="list-style-type: none"> - NVQ Level 3 or equivalent in Business Administration or similar - Training in SEND, safeguarding, or data protection
Experience	<ul style="list-style-type: none"> - Proven experience in a PA or administrative role - Experience working in an educational or public sector setting - Experience handling confidential information - Experience managing diaries, meetings, and correspondence 	<ul style="list-style-type: none"> - Experience supporting a SEND or Inclusion team - Experience working with external agencies and professionals
Knowledge & Skills	<ul style="list-style-type: none"> - Excellent organisational and time management skills - Strong written and verbal communication - Proficient in Microsoft Office and school systems (e.g. SIMS, CPOMS) - Understanding of SEND processes and terminology - Ability to prioritise and meet deadlines - High attention to detail 	<ul style="list-style-type: none"> - Familiarity with SEND Code of Practice and EHCP processes - Knowledge of safeguarding procedures and GDPR compliance
Personal Qualities	<ul style="list-style-type: none"> - Discreet, trustworthy, and professional - Compassionate and empathetic - Flexible and adaptable - Committed to inclusive education - Able to work independently and collaboratively 	<ul style="list-style-type: none"> - A proactive approach to problem-solving - A calm and reassuring presence in challenging situations
Christian Ethos	<ul style="list-style-type: none"> - Willingness to support and uphold the Christian values and vision of the school - Respectful of the Church of England's commitment to human flourishing 	