

Person Specification

Administrative Support Assistant - SEN

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> GCSE English and Mathematics A* - C or equivalent qualification. 	<ul style="list-style-type: none"> Level 3 Qualification Microsoft Office Qualification Safeguarding training First Aid training Full clean driving licence
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> Recent relevant experience of an administrative role where literacy and numeracy skills are evident. Ability to produce high quality documents. Ability to work effectively as part of a proactive team as well as on your own initiative. Experience in using Management Information Systems. A proficient level of competency in IT systems including Microsoft Office. Experience of developing and maintain effective filing systems. Experience of engaging with a wide range of people including parents and external agencies. 	<ul style="list-style-type: none"> Experience of working within an educational context. Previous experience of the EHCP process. Experience of care plans. Knowledge of using Bromcom database. Understanding of safeguarding policies/procedures.
Skills & Abilities	<ul style="list-style-type: none"> Ability to work with a wide range of people. Ability to build effective working relationships. Ability to communicate effectively and concisely both in verbal and written form to a variety of audiences. Excellent organisation skills. Ability to stay calm and controlled under pressure and to meet deadlines. Ability to be self-directed. Able to carry out research/information gathering. 	<ul style="list-style-type: none"> Ability to think creatively and contribute new ideas.
Personal Qualities & Attributes	<ul style="list-style-type: none"> Effective communicator both in verbal and written form. Conscientious, confident and reliable. An advocate for the Academy and Trust. 	

Commitment To	<ul style="list-style-type: none"> • Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to the values and vision of Maltby Learning Trust. • Commitment to personal professional learning and development and willingness to attend training courses. 	
Attendance	<ul style="list-style-type: none"> • A good attendance record in current employment, (not including absences due to disability). 	

***The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.**