

**Person Specification: SEN Administrator**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Qualifications	<ul style="list-style-type: none"> <li>• 5 GCSE's grades 9-4 (A* - C) including Maths and English</li> <li>• Level 2 qualification in appropriate subject</li> <li>• Willingness and ability to obtain and / or enhance qualifications and training for development in the post</li> </ul>		A , I
Job related personal skills	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Excellent listening skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to respect and maintain confidentiality</li> <li>• Good working knowledge of standard computer packages e.g., Word and Excel</li> <li>• Integrity and sound professional judgement</li> <li>• Ability work on own and as part of a team</li> <li>• Ability to work under pressure</li> <li>• Have excellent organisational skills</li> <li>• Efficiently follow administrative procedures and processes</li> <li>• Flexible approach</li> <li>• Positive under pressure</li> <li>• Learns and adapts to new approaches</li> <li>• Good communication with pupils, staff, and parents</li> <li>• Ability to deal in a professional manner with all internal and external contacts</li> </ul>		A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a special school / academy environment</li> </ul>	A, I
Special working conditions	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced DBS check</li> <li>• Ability to bring to the role, initiative, enthusiasm, and commitment</li> </ul>		A, I