



## Person Specification: SEN Administrator

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Catholic ethos</b>	<ul style="list-style-type: none"><li>▪ Have knowledge and understanding of Christian faith.</li><li>▪ Be comfortable working in a Catholic School.</li></ul>	<ul style="list-style-type: none"><li>▪ Be a practising Catholic.</li></ul>	References Interview Application
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>▪ Good basic education to GCSE level in literacy and numeracy, or the equivalent (Grade C or 4).</li><li>▪ Contribute to a range of teaching, learning and pastoral activities.</li><li>▪ Plan, monitor and assess.</li><li>▪ Take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs.</li><li>▪ Demonstrate good communication skills both written and spoken.</li><li>▪ Demonstrate good ICT skills.</li><li>▪ Work independently and as part of a team.</li><li>▪ Calm under pressure.</li><li>▪ Enthusiastic.</li><li>▪ Ability to adapt to a variety of situations.</li><li>▪ Shows initiative.</li><li>▪ Ability to work under pressure and to strict statutory deadlines.</li><li>▪ Reliability, confidentiality and integrity.</li><li>▪ Highly effective organisational and planning skills.</li><li>▪ Attention to detail.</li></ul>	<ul style="list-style-type: none"><li>▪ A range of higher qualifications in other GCSE subjects.</li><li>▪ Training and/or qualification in administration/clerical or related activities to level 3.</li></ul>	References Interview Application
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Knowledge and understanding of the needs of young children; child development and the ways in which children learn; the roles played by various adults in a child's education; behaviour management strategies.</li><li>▪ Have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality and safeguarding.</li><li>▪ Advance knowledge of Arbor and its use within a school environment.</li></ul>	<ul style="list-style-type: none"><li>▪ Experience working with children with specific social and emotional needs.</li><li>▪ Willingness to participate in INSET days and attend courses for their own professional development.</li><li>▪ Have the ability to work effectively and network with a wide variety of support services.</li><li>▪ Knowledge of issues related to disadvantaged sections of the community.</li><li>▪ Knowledge of annual review process for EHCP's in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings.</li></ul>	References Interview Application

I can do all things with the help of God who strengthens me  
Philippians (4:13)

