

Person Specification – SEND Administrative Assistant

SPECIFICATION	ESSENTIAL
Education/Training	<ul style="list-style-type: none"> • Educated to at least GCSE standard • Good numeracy and literacy • Good keyboard skills
Experience	<ul style="list-style-type: none"> • Administrative experience • Working as part of a team • Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment • Experience of Customer or Client Facing roles • Use of Computer and IT equipment • Liaison with public via face to face communications and telephone contact
Skills/Attributes	<ul style="list-style-type: none"> • Effective interpersonal skills, displaying confident & friendly approach • Ability to work effectively & efficiently under pressure • Ability to use initiative, to work pro- actively and time manage workloads • ICT literate in word processing, excel spreadsheets, use of Outlook, Microsoft applications • Good communicator, orally and in writing
Personal Qualities	<ul style="list-style-type: none"> • Good organizational skills, highly motivated • Flexible, patient and adaptable manner • Commitment, enthusiasm and energy • Excellent time keeping • The ability to prioritise • To pay meticulous attention to detail • To be innovative & proactive • Willingness to undertake training • Willingness to try new approaches • Understand need for confidentiality • Respect and support ethos of school