



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: SEND Administrator

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Refs Qualifications
Knowledge, skills & experience		
Understands the statutory requirements of legislation in a school concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety, administering medication, SEND and Exclusions etc.	D	Application Interview
Previous experience of working in a student facing/customer service role	D	Application Interview
Previous experience of administering medicine/first aid to students, maintaining accurate medical information details	D	Application Interview
Proficient computer skills including the ability to use the main software packages/School Management Information Systems competently	E	Application Interview
Strongly developed organisational skills and ability to multi task	E	Application Interview Refs
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview Refs
Effective interpersonal skills at all levels with strong two - way communication, particularly with students of secondary school age.	E	Application Interview
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Application Interview Refs
Ability to work as a member of a team and be accountable	E	Application Interview Refs
Ability to develop systems to improve ways of workings	D	Application Interview
Ability to handle conflict and change with optimism and resilience	E	Application Interview Refs
Personal qualities, values and attributes		



Promote an ethos and culture that supports the school's Relationships & Behaviour/SEND policy, promoting good outcomes for students with additional barriers	E	Application Interview
Commitment to upholding the school ethos	E	Interview
Values all children equally	E	Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Patience and the ability to remain calm in stressful situations	E	Application Interview Refs
Motivation to work in a school with children and young people	E	Application Interview Refs
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview Refs
Subject / post specific requirements		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	E	Application Certificate
Current in date First Aid at Work Qualification or willingness to obtain this on appointment	E	Application Interview Certificate
Further qualifications in a relevant field i.e., administration, business, event planning	D	Application Interview Certificate
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	E	Application Interview