



## Person Specification

<b>JOB TITLE:</b>	<b>Administration Officer to SEND</b>
<b>DATE:</b>	<b>September 2021</b>
<b>STATUS:</b>	<b>Version 1.0</b>

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
<b>Knowledge and qualifications</b>					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English	E	✓		✓	
2. Knowledge of SEND policies and administrative guidance	E	✓		✓	
3. Knowledge of how to protect personal data and access arrangements in schools.	E	✓		✓	
4. Awareness and understanding of corporate procedures (e.g. financial, governance and/or HR)	E	✓		✓	
5. NVQ level 3 in business administration or equivalent	D	✓			
<b>Experience</b>					
6. Experience in a similar role covering a range of administrative duties, including monitoring and managing stock.	E	✓		✓	✓
7. Dealing with customer enquires in a range of ways e.g. email, telephone and face to face.	E	✓		✓	
8. Experience of maintaining filing systems, SEND registers and files, ensuring they're adequately password protected and held securely.	E	✓		✓	
9. Previous experience of note taking	D	✓		✓	
10. Experience of diary management for senior staff.	E	✓		✓	
11. Experience of working in a school or educational environment	D	✓		✓	
12. Experience updating and reviewing records.	E	✓			

13. Experience analysing data to inform learning assessments and access arrangements.	D	✓		✓	
14. Conducting research, gathering data and analyse/evaluate data to produce reports and information to inform decision making at senior level.	E	✓	✓	✓	
15. Demonstrating systems to other colleagues.	D	✓		✓	
16. Managing small projects and work allocation for other SEND colleagues.	D	✓		✓	
<b>Skills and competencies</b>					
17. Proactive approach to prioritising workload and diary management.	E	✓	✓	✓	
18. Excellent organisational skills	E	✓		✓	

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19. Effective verbal and written communication skills to suit a variety of audiences	E	✓	✓	✓	
20. Able to follow instructions and procedures and work independently on own initiative.	E	✓		✓	
21. Excellent IT skills including Google applications.	E	✓	✓		
22. Able to present information in a variety of written styles and formats with attention to detail.	E	✓	✓		
23. Builds relationships quickly and as appropriate	E	✓		✓	
24. Works in a systematic and orderly manner	E	✓	✓	✓	
25. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓		✓	
26. Ability to work to a brief to achieve set objectives	E	✓		✓	
27. Flexible and cooperative attitude	E			✓	
28. Ability to safeguard and promote the welfare of children.	E	✓		✓	✓
<b>Other</b>					
29. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓

30. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
31. Able and willing to accommodate occasional evening work.	E				✓