



Person Specification

SEND Administrator

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use his/her initiative and enjoy the level of responsibility involved in the post.

	Essential	How Assessed	Desirable
Qualifications	<ul style="list-style-type: none"> Good general education to GCSE standard 	A	
Experience	<ul style="list-style-type: none"> Experience with working with young people 	A/R	<ul style="list-style-type: none"> Experience in working with young people in a school or other controlled environment Experience in working with students or young people with SEND
Specific Skills (attributes and abilities)	<ul style="list-style-type: none"> Ability to work on own initiative Good communication skills – oral and written Ability to balance professional and supportive relationship with vulnerable children Communicating with parents on a professional basis Good literacy and numeracy skills. Competent ICT skills. 	I/R A/I/R I/R I/R	<ul style="list-style-type: none"> Creative approaches to supporting students' learning An understanding of the range of additional needs now supported within the comprehensive system An understanding of the different areas of SEND An understanding of the process of applying for neurodiversity referral and EHCP
Motivation	<ul style="list-style-type: none"> Willing to expand on current experience Evidence that work is important to personal satisfaction Commitment to school 	I I/R I	
Personal Qualities	<ul style="list-style-type: none"> Reliability Honesty and professionalism A positive attitude to the school at all times A positive and professional approach within the working environment Good interpersonal skills and the ability to establish good working relationships with students and staff Flexibility to work as part of a team. 		

A = Application

R = Reference

I = Interview