



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 environmentExperience 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 initiativeGood communication skills – oral and writtenAbility to balance professional and supportive relationship with vulnerable childrenCommunicating with parents on a professional basisGood 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' learningAn understanding of the range of additional needs now supported within the comprehensive systemAn understanding of the different areas of SENDAn understanding of the process of applying for neurodiversity referral and EHCP
Motivation	<ul style="list-style-type: none">Willing to expand on current experienceEvidence that work is important to personal satisfactionCommitment to school	I I/R I	
Personal Qualities	<ul style="list-style-type: none">ReliabilityHonesty and professionalismA positive attitude to the school at all timesA positive and professional approach within the working environmentGood interpersonal skills and the ability to establish good working relationships with students and staffFlexibility to work as part of a team.		

A = Application

R = Reference

I = Interview