**SEN Admin Assistant – Person Specification**

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| **Essential** | **Desirable** |
| Appropriate experience in administration Proven track record of working with a teamExcellent IT skills, including MS Office, email, internet etcWillingness to learn new skills and acquire new knowledgeExcellent verbal and written communication skills Able to prioritise workloadAble to use own initiative and remain calm under pressureClear understanding of need for confidentiality Efficient, organised and meticulous  | Experience of working in a school environment Knowledge of SIMS databaseKnowledge of the SEND Code of Practice Experience of dealing with external agencies, parents etc.Willingness to develop the role  |