**SEN Admin Assistant – Person Specification**

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