

Person Specification: Specialist SEND Administration Manager

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of Higher Education study • Safeguarding Level 1 	<ul style="list-style-type: none"> • Safeguarding Level 3
Experience	<ul style="list-style-type: none"> • Experience of handling, managing and recording confidential and sensitive information appropriately. • Experience of working with external agencies • Experience of developing and maintaining efficient administrative systems, including tracking, monitoring and record-keeping processes. 	<ul style="list-style-type: none"> • Working knowledge of SEND processes and terminology, including EHCPs, statutory responsibilities and key timelines.
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities. 	
Special Knowledge	<ul style="list-style-type: none"> • Able to demonstrate an understanding of the skills required when working in partnership with other organisations. 	<ul style="list-style-type: none"> • Knowledge of the SEND Code of Practice and statutory EHCP processes. • Good understanding of the needs of pupils with SEND and the importance of inclusive practice.

Person Specification: Specialist SEND Administration Manager

Circumstances	<ul style="list-style-type: none"> • Able to attend evening meetings. • Able to work during some school holiday periods. 	
Disposition	<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to work effectively as part of a team and build positive relationships with people of all ages and backgrounds. • Able to remain calm under pressure and manage conflicting demands with tact and diplomacy. • Highly organised, with the ability to manage competing priorities, deadlines and a demanding workload. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Clear, professional written communication, with the ability to convey information concisely and appropriately to internal and external stakeholders. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Exceptional attention to detail, accuracy and commitment to high-quality standards. • Advanced IT skills (Microsoft Office – particularly Excel, Word, Outlook; ability to manage shared systems). • Ability to work effectively with a central team and build positive relationships with SENDCos and school staff. • Responsive and solutions-focused approach to queries. 	

Person Specification: Specialist SEND Administration Manager

	<ul style="list-style-type: none"> • Able to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills, with the ability to adapt tone and style for different audiences. • Ability to work both independently and as part of a diverse team. • Able to interpret information and compile reports. 	
<p>Legal Requirements</p>	<ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service Check confirming the appointee is not on the Children's Barred list. • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role. • In accordance with Keeping Children Safe in Education an online search will be carried out on all shortlisted applicants. 	

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.