

## Person specification: Inclusion Support Administrator

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
National qualifications level 3+ or equivalent in numeracy and/or communication	✓	
Higher relevant qualification		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Experience of working with vulnerable young people		✓
experience of trauma informed practice or the willingness to attend appropriate and relevant training		✓
Successful experience of administrative work in a busy school environment or equivalent	✓	
Working knowledge of general school policies and procedures	✓	
Strong verbal & written communication skills	✓	
Ability to work within set guidelines and respond to unexpected circumstances	✓	
Ability to cope with exposure to emotionally demanding situations	✓	
Ability to work effectively as part of a team or as an individual	✓	
Ability to prioritise workloads and have excellent time management and organisational skills	✓	
Ability to monitor, control and keep records according to the requirements of the school	✓	
Excellent interpersonal and communication skills	✓	
Ability to establish positive relationships with staff members at all levels and external agencies	✓	
Be confident in the use of email and database programs	✓	

Knowledge of SEND policies and procedures		✓
Knowledge of the CWCF system, stakeholders and agencies involved in promoting the best outcomes for students		✓
Knowledge of KCSIE		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Punctual	✓	
Approachable and empathetic	✓	
Excellent attention to detail	✓	
Flexible and enthusiastic	✓	
Ability to be self-motivating	✓	
Resourceful, creative and enthusiastic	✓	