



PERSON SPECIFICATION

Inclusion Administrator

Qualifications, training and education

- NVQ Level 2 or equivalent

Skills and abilities

Technical skills

- Knowledge of Microsoft Office products.
- Working knowledge of Microsoft Office to support accurate administrative records, documents and communication.
- Ability to use Excel spreadsheets competently to support accurate information management.
- Knowledge of Bromcom and Provision Map packages is desirable.
- Knowledge of PS Financials is desirable.

Communication

- Ability to communicate clearly and appropriately, both verbally and in writing.
- Ability to identify stakeholder needs quickly and respond to queries appropriately.

Organisation and planning

- Ability to organise workload and prioritise tasks to support timely and accurate administrative support for the SENCO, Special Educational Needs Department and wider Inclusion Team.
- Ability to work independently and as part of a team.

Personal qualities

- Reliability, tact, diplomacy, confidentiality and sensitivity.
- Flexible approach to working and commitment to ongoing service and personal development through self-evaluation and learning from others.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.



MAIDEN ERLEGH
SCHOOL

PERSON SPECIFICATION

- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Satisfactory enhanced DBS check with Children's Barred List.