LODE HEATH SCHOOL
part of
Arden Multi Academy Trust

PERSON SPECIFICATION

Post Title:	Administrator: Inclusion	Salary Grade:	C
Location:	Lode Heath School	Salary Range:	8 -14
Department:	SEN	Weeks:	39 per year
Responsible to:	Assistant Headteacher: Inclusion & SENCO Headteacher Governors	Hours:	37 per week

	Essential Criteria	Desirable Criteria	Measured by
Education and Qualifications	• A minimum of 5 GCSEs to include English & Maths at Grade C (or equivalent) • Relevant administration qualifications	• Evidence of further education such as A Levels • Other evidence of related training linked to SEND	Application/interview
Skills	• Accurate and fluent written & oral communication skills – in English • Ability to adapt your communication style to effectively suit a range of audiences • Effective IT skills: Microsoft Office packages • Effective time management skills • Interpersonal skills to work through difficult situations	• Effective IT skills: SIMS, CPOMS and Synergy	Application References Interview
Experience	• Supporting individual/ small groups as an administrator • Answering calls and taking and providing brief information • Working in difficult situations	• Working in an educational setting or context	Application Interview References
Knowledge		• Relevant policies/codes of practice and awareness of relevant legislation in relation to children with Special Educational Needs • An understanding of the challenges faced by children	Application Interview

		with recognised difficulties such as Autism, ADHD, etc.	
Other Requirements	• Ability to remain calm under pressure • Commitment to inclusion • To undergo an enhanced DBS check • Ability and willingness to contribute to the wider school		DBS check Interview

Person Specification reviewed by: Laura Suddon **Date:** Dec 2025