



## SEND Administrator

### Person Specification

Category	Essential	Desirable	Evidence form
Education	<ul style="list-style-type: none"> <li>• Good language, literacy and numeracy skills</li> <li>• Qualifications including GCSE (or equivalent) and/or post 16 further education</li> </ul>		Application form
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school</li> </ul>	Application form Letter of application
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>• Excellent ICT skills with a sound knowledge of Word and Excel</li> <li>• Excellent communication and organisational skills</li> <li>• Attention to detail</li> <li>• Ability to foster good relationships with a variety of people</li> <li>• Ability to prioritise workload</li> <li>• Ability to exercise initiative and solve problems</li> <li>• Ability to contribute to the developments within the SEN Department</li> <li>• To proactively engage with senior colleagues to ensure the timely completion of tasks and projects.</li> <li>• A commitment to hard work and raising standards</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Bromcom</li> <li>• Experience of using CPOMS</li> </ul>	Application form Interview References
Personal Qualities	<ul style="list-style-type: none"> <li>• Enjoy working as part of a team and be supportive of colleagues</li> <li>• A high level of discretion and the ability to maintain strict confidentiality are essential.</li> <li>• Energy, enthusiasm and imagination</li> <li>• Good sense of humor</li> <li>• A commitment to equal opportunities</li> <li>• Patience and adaptability</li> <li>• Willingness to learn within the role</li> <li>• Be suitable to work with children</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute to the wider life of the school.</li> </ul>	Interview References