

## Person Specification: SEN Early Help and Inclusion Administration Assistant

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education (GCSEs or equivalent)</li> <li>• Strong literacy and numeracy skills</li> <li>• Experience in an administrative or educational support role</li> <li>• Experience working with confidential information</li> <li>• Experience supporting children or young people</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant SEND qualification or training</li> <li>• Training in Early Help processes</li> <li>• Experience in a school or local authority SEND/Early Help service</li> <li>• Experience coordinating multi-agency work</li> <li>• Experience supporting EHCP processes</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in an administrative or educational support role</li> <li>• Experience working with confidential information</li> <li>• Experience supporting children or young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a school or local authority SEND/Early Help service</li> <li>• Experience coordinating multi-agency work</li> <li>• Experience supporting EHCP processes</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of SEND processes and the graduated approach</li> <li>• Awareness of Early Help frameworks and safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local SEND and Early Help pathways</li> <li>• Understanding of specific learning needs or interventions</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication (written &amp; verbal)</li> <li>• Strong organisational and time management skills</li> <li>• High accuracy and attention to detail</li> <li>• Ability to prioritise and manage deadlines</li> <li>• Confident IT skills (Excel, Word, MIS systems)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deliver small group or 1:1 interventions</li> <li>• Ability to analyse and present SEND data</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Empathy and professionalism when handling sensitive situations</li> </ul>	<ul style="list-style-type: none"> <li>• Initiative in identifying areas for improved practice</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to build positive relationships with families and agencies</li><li>• Discretion and commitment to confidentiality</li></ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children</li><li>• Willingness to undertake training and development</li></ul>	