**Whickham School**

**SEND Administration Officer**

**Person Specification**

**Grade E**

|  | **Minimum Requirements** | **Desirable** | **Essential** | **How identified** |
| --- | --- | --- | --- | --- |
| **Education and Qualifications** | Evidence of study to 5 A\* to C GCSE level (or equivalent) in both English and Maths  Evidence of study to A Level (or equivalent)  Evidence of recent CPD/ taking opportunities to develop your skills | X  X | X | Application Form  Interview  Qualifications |
| **Relevant Experience** | Experience of using Microsoft Office (Excel, Word) and google (mail, drive and calendar) in a busy office setting  Experience of working with Sims or other school databases, parental communication tools (Schoolcomms) and analyse data effectively  Evidence of working in a busy demanding environment  Experience of minute taking at meetings, managing diaries, concerns and complaints |  | X  X  X  X | Application Form  Interview  References |
| **Specialist Knowledge** | Awareness of the difficulties and barriers pupils can experience  Awareness of safeguarding and child protection policies  Evidence of an understanding of SEND issues and experience of working in this sector, preparing paperwork and liaising with the relevant agencies | X  X | X | Application Form, Interview |
| **Interpersonal Skills** | Ability to act within a consistent and clear set of values  Ability to relate to teachers, other professionals, parents and pupils    Ability to work as a member of a team  Ability to remain calm and consistent under pressure  Professionally discreet and able to respect confidentiality in particular areas  Evidence of working within a multi-agency environment  Evidence of line managing others in order to support them to be successful | X  X | X  X  X  X  X | Application Form  Interview  References |
| **Other** | A commitment to the school’s ethos.  A commitment to professional development and training    High, professional standards, including excellent attendance and punctuality |  | X  X  X | Interview  References |