**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 MathsEvidence of study to A Level (or equivalent)Evidence of recent CPD/ taking opportunities to develop your skills | XX | X | Application FormInterview Qualifications |
| **Relevant Experience** | Experience of using Microsoft Office (Excel, Word) and google (mail, drive and calendar) in a busy office settingExperience of working with Sims or other school databases, parental communication tools (Schoolcomms) and analyse data effectivelyEvidence of working in a busy demanding environmentExperience of minute taking at meetings, managing diaries, concerns and complaints |  | XXXX | Application FormInterviewReferences |
| **Specialist Knowledge** | Awareness of the difficulties and barriers pupils can experienceAwareness of safeguarding and child protection policiesEvidence of an understanding of SEND issues and experience of working in this sector, preparing paperwork and liaising with the relevant agencies | XX | X | Application Form, Interview |
| **Interpersonal Skills** | Ability to act within a consistent and clear set of valuesAbility to relate to teachers, other professionals, parents and pupils Ability to work as a member of a teamAbility to remain calm and consistent under pressureProfessionally discreet and able to respect confidentiality in particular areas Evidence of working within a multi-agency environmentEvidence of line managing others in order to support them to be successful | XX | XXXXX | Application FormInterviewReferences |
| **Other** | A commitment to the school’s ethos.A commitment to professional development and training High, professional standards, including excellent attendance and punctuality  |  | XXX | Interview References |