



## Person Specification for SEN Support Assistant/Administrator

Essential	Desirable	Evidence
<p><b>Qualifications and experience:</b></p> <ul style="list-style-type: none"> <li>• GCE or equivalent</li> </ul>	<p><b>Qualifications and experience:</b></p>	<p><b>Application Form</b></p>
<p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Good ICT skills – especially word, excel and use of email.</li> <li>• Accurate typing skills.</li> <li>• Good communication skills.</li> <li>• Accurate minute taking.</li> <li>• A polite telephone manner.</li> <li>• Welcoming and courteous when dealing with people.</li> <li>• Full understanding of the importance of confidentiality and discretion.</li> <li>• Ability to work independently using own initiative.</li> <li>• Ability to work as part of a team.</li> <li>• Enjoys working in a busy environment.</li> <li>• Good sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an education setting</li> <li>• Degree or equivalent</li> <li>• Previous experience of working within an SEN environment</li> </ul>	
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with ability to maintain strict confidentiality.</li> <li>• A diplomatic and patient approach.</li> <li>• Initiative and ability to prioritise one’s own work and that of others to meet deadlines.</li> <li>• Able to work with a “hands on” approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and to address them.</li> </ul>		

<ul style="list-style-type: none"><li>• A willingness to seek specialist advice and awareness of where to seek it</li><li>• Able to help with evening meetings if required.</li><li>• Efficient and meticulous in organisation.</li><li>• Commitment to the highest standards of child protection.</li><li>• Recognition of the importance of personal responsibility for health and safety.</li></ul> <p>Commitment to the school's ethos, aims and its whole community.</p>		
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