

PERSON SPECIFICATION

POST: Inclusion Administration Assistant

L = Letter

I = Interview

App = Application

	Essential	Desirable	Comments
Education and Training			
1. GCSE Grade C or 4 in maths and English or equivalent	✓		APP
Experience			
1. School based experience.		✓	APP/I
2. Excellent verbal and written communication skills to engage with, parents, colleagues, Governors and other professionals.	✓		APP/I
3. Dealing with face to face and telephone interactions.	✓		APP/I
4. Good planning, organisational and administrative skills.	✓		APP/I
5. Ability to minute meetings, including agendas and associated papers.		✓	APP/I
6. Experience providing clerical and secretarial support, maintaining paper and electronic filing systems carrying out reprographic work.	✓		App/I
Knowledge			
1. Excellent IT skills including Microsoft Office packages.	✓		App/I
2. Working knowledge of school systems – SIMS/ Edukey/ My Satchel.		✓	App/I
Job Specific Requirements			
3. Able to appropriately deal with confidential information/situations	✓		App/I
4. Ability to work effectively alone or within a team environment, understanding each other's roles and responsibilities.	✓		App/I
5. Able to keep up to date and accurate records on internal and external record keeping systems	✓		App/I
6. Experience of SEND administration, EHCP, description of needs		✓	APP/I
Professional Understanding			
1. Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.	✓		App/I
2. Commitment to safeguarding and equality.	✓		App/I
3. Commitment to maintaining confidentiality at all times.	✓		App/I
4. Clear understanding of and commitment to equal opportunities	✓		I
Professional Skills			
1. Ability to administer systems efficiently.	✓		I
2. Desire to enhance and develop skills and knowledge through professional development and training.	✓		I
3. Ability to build positive relationships with young learners.	✓		I
4. Ability to communicate and liaise effectively.	✓		I
5. Ability to work with and within a team	✓		L/I