

The Minster School, Southwell

Person Specification SEND Administrator

Category	Essential	Desirable	Evidence
<p>Qualifications</p> <ul style="list-style-type: none"> A minimum of 3 GCSEs (Grade A-C) or equivalent including English and Maths. 	✓		A/D
<p>Experience</p> <ul style="list-style-type: none"> Experience of meetings administration including taking and drafting minutes and preparing relating correspondence. Experience of working in a school environment. Proven ability in the use of Microsoft Office applications: Word, Excel, Outlook, Powerpoint. Knowledge of databases systems, for example SIMS Basic knowledge of the current SEND Code of Practice 	✓ ✓	 ✓ ✓	A/I A/I A/I A/I I
<p>Skills and Abilities</p> <ul style="list-style-type: none"> Ability to relate to and work with young people, a willingness to secure support for them when difficulties arise. Ability to use your own initiative and time management skills Excellent oral and written communication skills with the ability to communicate at all levels using diplomacy and discretion as required. Ability to establish and maintain efficient electronic and manual systems of records and information retrieval. Ability to work well collaboratively, have a friendly, approachable but firm manner. Due regard for all elements of Health and Safety and student wellbeing 	✓ ✓ ✓ ✓ ✓		I/R I/R I/R I/R I/R
<p>Personal Qualities</p> <ul style="list-style-type: none"> Outstanding inter-personal skills and a professional manner, possessing a positive and flexible attitude to requests. Self-motivated and resourceful. 	✓ ✓		A/I I/R I/R

<ul style="list-style-type: none">• Enthusiastic.• Cooperative and helpful.• Ability to remain calm under pressure.• Commitment to professional development.	✓		
	✓		
	✓		
	✓		