**Person Specification: Safeguarding & SEND Administration Officer**

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|  | **Essential** | **Desirable** | **How Identified:** |
| **Application** | * Fully supported by 2 references
* Well-structured supporting statement outlining skills, knowledge and expertise that has prepared the candidate for this post.
 | * High standard of presentation
 | Application Form |
| **Qualifications and Training** | * GCSE or equivalent in English (Grade 4 and above)
* GCSE or equivalent in Maths (Grade 4 and above)
* Recent evidence of commitment to own professional development
 | * NVQ 3 (or equivalent) in Business Administration
* First Aid Trained (or be willing to be trained)
 | Application Form and Interview  |
| **Experience** | * Recent and relevant experience of working in an administrative role or part of a wider administrative team, within a busy office
* Experience of working in a fast paced environment
* Experience of using Management Information Systems to accurately record and store personal data
* Experience of dealing with difficult and challenging situations
 | * Recent experience of working in a school administrative role.
* Knowledge of SEND and Safeguarding statutory regulations
* Knowledge of school systems and procedures such as Integris, Class Charts and ParentPay.
 | Application Form, Interview and References |
| **Skills and Abilities** | * To be able to communicate effectively with students, colleagues, parents/carers, external agencies and other stakeholders
* Ability to establish strong working relationships with colleagues, students, parents/carers and other external agencies/professionals.
* Excellent organisational skills with the ability to manage conflicting priorities to specific deadlines.
* Ability to use ICT effectively, including the range of Microsoft Office products
* Ability to maintain accurate manual and computerised records, where appropriate
* Ability to work effectively as part of a team and with minimal supervision
 | * Proven experience of planning, development, organisation and monitoring of complex support systems.
* Ability to work under pressure and use own initiative where appropriate
 | Application Form, Interview and References |
| **Personal qualities** | * A welcoming, warm and approachable personality with the ability to gain the respect of others.
* Have high expectations of self and of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
* Have passion, drive and in working in an environment where children are at the heart of everything we do
* A strong commitment to safeguarding and promoting the welfare of children
* Act as a role model for students and staff by setting high professional standards
* Be fully committed to own professional development and actively participate in any training and development opportunities.
* Being flexible, reliable and having a good measure of integrity and professionalism.
* Contribute to the overall ethos, values and aims of the academy.
 | * Demonstrate enthusiasm and sensitivity whilst working with others.
 | Interview and References |