**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 |