

## Person Specification

### West Park School

Job Title: SEND Administrator  
Line Manager: Mrs Hawkins SENCo  
Grade: LGPS Point 3 - 11

*This person specification should be used in relation to the relevant Job Description*

	Essential	Desirable
<b>Qualifications</b>	The SEND Administrator should have: <ul style="list-style-type: none"><li>• good basic education to GCSE level in literacy and numeracy, or the equivalent</li></ul>	In addition, the SEND Administrator might have: <ul style="list-style-type: none"><li>• A relevant qualification in Office Administration or similar</li><li>• A relevant qualification in IT</li></ul>
<b>Experience</b>	The SEND Administrator should have: <ul style="list-style-type: none"><li>• Experience of working in an office-based team</li><li>• Experience of dealing with internal and external queries</li></ul>	In addition, the SEND Administrator might have experience of: <ul style="list-style-type: none"><li>• working in a school setting or similar setting</li><li>• Experience of working positively with pupils with SEND</li></ul>
<b>Knowledge and Understanding</b>	The SEND Administrator should have knowledge and understanding of: <ul style="list-style-type: none"><li>• using information systems, email, excel and word.</li><li>• equal opportunities</li><li>• safeguarding</li></ul>	In addition, the SEND Administrator might have experience of: <ul style="list-style-type: none"><li>• Using school-based information system</li><li>• Dealing with external agencies that support children with SEND</li><li>• SEND legislation and processes</li></ul>

<b>Skills</b>	<p>The SEND Administrator will be able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> </ul>	<p>In addition, the SEND Administrator might also be able to:</p> <ul style="list-style-type: none"> <li>• Contribute to the development of team procedures</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> </ul>
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