



## Person Specification

**Job Title : Inclusion & Consequences Administrator**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<b>Skills</b>		
Good communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
A good working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Efficient and effective organisational skills	✓	
Ability to communicate effectively with all students including those with behavioral issues	✓	
Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of School child safeguarding procedures	✓	
<b>Knowledge &amp; Experience</b>		
Experience of working in a school environment		✓