



Person Specification

Job Title: Administrator (Consequences and Inclusion)

Knowledge, skills and experience requirements for the Post.	<u>Essential</u>	<u>Desirable</u>
Qualifications		
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Level 2 qualifications in English and maths at grade C or equivalent	✓	
Experience		
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	✓	
Experience of working in a office environment		✓
Experience of working in a school environment		✓
Skills		
Ability to understand and apply SEN legislation		✓
Excellent communication and listening skills	✓	
Ability to organize and plan workload to ensure that all stages of Consequences and Inclusion systems are completed and followed	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Excellent time management and organisation skills	✓	
Ability to accurately minute meetings	✓	
Ability to work with students and have a real interest in the issues faced by this age group	✓	
Understanding of child safeguarding procedures		✓
Other		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Occupational Health	✓	
Knowledge, skills and experience requirements for the post.	✓	