

## Wroxall Primary School

### SEN Administrator Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level2 or GCSE Maths and English skills</li> <li>• A relevant administration and/or Teaching Assistant qualification would be desirable.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Operational experience of administrative systems</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Working with pupils with SEN</li> <li>• Working in a school or education setting</li> <li>• Completion of SEN referrals / paperwork</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Standard keyboard skills</li> <li>• Literacy and numeracy skills</li> <li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using Microsoft packages and basic spreadsheet and database functions.</li> <li>• Good understanding of Special Education Needs and Disabilities.</li> <li>• Ability to organise and prioritise workload to achieve deadlines; and to work with initiative.</li> <li>• Ability to communicate effectively and in a courteous manner, in writing, in person and over the telephone.</li> <li>• Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information.</li> <li>• Ability to investigate queries and anomalies when required.</li> <li>• Ability to operate computerised and manual filing systems and to make improvements where necessary.</li> <li>• Ability to take accurate notes and minutes of meetings.</li> <li>• Co-ordination skills when arranging meetings and appointments.</li> <li>• Ability to process and maintain records.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.</li> <li>• An awareness of Freedom of Information (FOIs) and Subject Access Request (SARs) procedures and protocols Knowledge of computerised and manual filing systems is helpful.</li> <li>• Staff will be expected to have an awareness of and work within national legislation and procedures relating to health and safety and Data Protection/confidentiality.</li> </ul>