

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	- NVQ3 or above in Administration or relevant equivalent - Qualification at Level 2 (Grade C or above) in English and Maths	- NVQ4 in a relevant discipline - Willingness to attend further training	- Application - Selection process - Certification
Experience	- Previous administrative experience - Experience of managing databases - Experience of maintaining efficient and accurate records - Experience of effective teamwork and contributing to its success - Experience of school based systems, including SIMS, Parent Pay, CPOMS	- Experience of SEND administration - Previous experience of data analysis - Previous experience of planning, developing and monitoring support systems - Previous experience of adapting to and implementing change in a fast moving environment	- Application - Selection process - References
Skills & Knowledge	- A range of ICT skills including a thorough knowledge of Microsoft Office/Office 365/SIMS/CPOMS - Knowledge of School, Durham LA and national policies and procedures around Special Educational Needs and Looked After Children processes - Detailed knowledge of Attendance procedures - Excellent verbal and written communication skills - Excellent organisational skills - Problem solving, negotiating and decision making skills - Ability to multi-task	- Knowledge of Health & Safety Procedures - Evidence of training in GDPR - Level 2 Safeguarding qualification - Evidence of training in implementing the Attendance Toolkit - Knowledge of the range of special needs associated with SEMH (Social, Emotional and Mental Health Difficulties)	- Application - Selection process - References

	• Numerical and analytical skills • Demonstrate a good understanding of the safeguarding of children • Demonstrate a good understanding of data protection procedures- GDPR • Ability to work alongside the Data Protection Officer and Senior Leadership Team to ensure GDPR compliance		
Personal Qualities	• Positive and flexible approach to work • Ability to work to tight deadlines and under pressure • Ability to maintain confidentiality • Self- motivated and a strong work ethic • Ability to work with high levels of initiative both independently and as part of a team • Ability to present as a role model to pupils in all respects • A caring attitude towards special needs pupils, colleagues and parents and the ability to establish and maintain good relationships. • Ability to deal tactfully and confidently with a range of stakeholders • Ability to remain calm, composed and flexible within a busy and demanding environment • To be professional at all times • Reliable and punctual		• Application • Selection process • References