



PERSON SPECIFICATION

Post title: SEN Administrator

Academy: Sedgefield Community College

Reporting to: Headteacher

Salary/pay range: Points 4-6, FTE £25,185 - £25,989, Actual £21,730 - £22,424

Hours of work: 37 hours per week, term time only plus 5 days

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
5 GCSEs A* - C or equivalent including English and Maths		X	Application
First Aid qualification or willingness to undertake training	X		
Evidence of further study post 16		X	
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Knowledge & Experience	Essential	Desirable	How Identified
Experience of working with young people - secondary school age		X	Application Interview Task
ICT literate	X		
Experience of working in a school environment - secondary		X	
Experience of administrative work	X		

Experience working with professionals from external agencies		X	
Outstanding customer service skills		X	
Experience of using SIMS		X	
Experience of using ClassCharts		X	
High level organisational skills	X		
Good interpersonal skills	X		
Ability to resolve conflict and deal sensitively with difficult situations	X		
Ability to make decisions	X		
Skills	Essential	Desirable	How Identified
Ability to communicate effectively both written and orally	X		Application Interview Task
Excellent interpersonal skills	X		
Committed to the principles of equality and diversity	X		
Ability to work hard ensuring deadlines are met, prioritising appropriately, and maintaining good humour	X		
An ability to build supportive working relationships with colleagues, supporting team work and collaborative working	X		
Calm, controlled manner in difficult situations	X		
The ability to maintain high levels of confidentiality when dealing with sensitive information	X		
Enthusiasm	X		
Ability to liaise effectively at all levels on a wide range of matters	X		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	X		