

Senior SEND Transport Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Knowledge and understanding of the complexities of children with SEND and how their needs manifest themselves in the context of the role.
2. Experience of working effectively together with people from a range of stakeholders and customers from varying backgrounds including schools, families, and businesses.
3. Extensive knowledge of current issues and how they apply to the wellbeing of children and young people.
4. Staff management skills and a track record of motivating and supporting them in the context of a challenging work environment.
5. Good planning, organisational and analytical skills together with the ability to manage time and prioritise work in an effective and productive way including working to deadlines.
6. Ability to communicate effectively and influence others, gaining their agreement through persuasion and negotiation.
7. Ability to support staff to make firm and well considered decisions having considered all the facts and alternatives available, having consulted others as necessary, within realistic time scales.
8. Assertiveness and independence of thought and action without over stepping interpersonal / professional / line managerial boundaries.
9. Excellent ICT skills using a wide range of software packages including Microsoft Office, Capita One.

10. Ability to deal with difficult situations without becoming hostile or over defensive and support staff to do this
11. Ability to work as part of a team and on own initiative.
12. Experience of dealing with sensitive and confidential information.
13. Understand the need to identify and embed new business processes.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?