

**Muscliff Primary School**

**SEND and Attendance Administrator**

**Person Specification**

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| **Essential** | **Desirable** |
| **Knowledge** | **Knowledge** |
| Have a good understanding of Safeguarding within a school and willingness to fully engage with Safeguarding training.  |  |
| **Experience, Qualifications and Skills** | **Experience, Qualifications and Skills** |
| Experience of an administrative role in a busy environment | Experience of working within a school or education setting or supporting a SENDCo or SEND department.  |
| Excellent interpersonal and communication skills; in person, over the telephone and written. | Experience of working with children |
| Ability to use discretion, patience, tact and respect for confidentiality |  |
| A High level of IT proficiency and familiarity with Microsoft applications including Word, Excel, Teams, Powerpoint and Outlook.  |  |
| Excellent organisational and time management skills and ability to work flexibly to deadlines.  |  |
| Ability to work independently and use initiative as well as part of a team |  |
| An understanding of data protection principles (GDPR) |  |
|  | A knowledge of SEND processes and statutory requirements (e.g EHCPs, Annual Reviews) |
|  | An understanding of government guidance around improving school attendance.  |
| **Attributes** | **Attributes** |
| Ability to model our school values: Aspiration, Curiosity, Kindness, Resilience and Responsibility |  |
| A willingness to work as part of the wider school team and community |  |
| Ability to offer an empathetic and supportive approach to our families |  |