

Budmouth Academy Weymouth Support Staff Person Specification

Job title:	SEND Administrator	
Reports to:	SEND/CO/SLT	Scale E: Points 7-11

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	(See Key)
Essential	
1. GCSE English and Maths or equivalent	1, 2 & 3
Desirable	
2. Additional professional qualifications/training/experience related to this role	1, 3 & 4
KNOWLEDGE	
Essential	
3. Competent user of IT, in particular Google Suite	1
4. Some understanding of Data Protection/GDPR	1, 3 & 4
5. Excellent communication skills	1, 3 & 4
EXPERIENCE	
Essential	
6. Ability to work on own or with others as part of a team	1, 3 & 4
Desirable	
7. Previously worked in or with a school setting	1
8. Office experience	1,3 & 4
KEY SKILLS	
Essential	
9. Sound interpersonal skills	1, 3 & 4
10. Ability to work independently but know when to seek help	1 & 3
OTHER FACTORS	
Essential	
11. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
12. Personal and professional resilience	1 & 3
13. Flexibility in working hours according to the needs of the role/school	1 & 3
14. Ability to deal sensitively and appropriately with confidential, personal information	1, 3 & 4
15. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
16. Ability to work with a wide variety of people internal and external.	1 & 3

Person Specification prepared by:	HR Officer
Designation:	Budmouth Academy Weymouth
Date:	November 2024

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References