

ABBEY SCHOOL

PERSON SPECIFICATION

Post Title: Admin Assistant (EHCP / Admin)

Band: E Term time 37hours

	Essential	Desirable	How Assessed
Qualifications & Experience <ul style="list-style-type: none"> Grade C or above in both English & Maths GCSE or equivalent Experience of supporting children with special educational needs and challenging behaviour Admin qualification level 2 minimum First aid or willingness to undertake Managing medication or willingness to undertake Experience of working in a school / academy office Experience of using school office systems including Bromcom, Seesaw etc Knowledge of EHCP plans Experience of minuting meetings 	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓	AF AF AF AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Developing self and working with others <ul style="list-style-type: none"> Ability to set appropriate and challenging targets for self and others Ability to make and take decisions both individually part of a team. An understanding of when to consult or seek advice and when to be responsive to feedback Ability to contribute to and share quality practice with the TA's, teachers and admin team. Commitment to a partnership between staff, parents and students Demonstrate ability to work sensitively and effectively with parents/carers and pupils as agreed. 	✓ ✓ ✓ ✓ ✓ ✓	 	I/R I/O I I/R AF/I/R AF/I/R
Personal Qualities and Attributes <ul style="list-style-type: none"> Excellent interpersonal skills with the ability to enthuse and motivate others Self-reflective practitioner Ability to prioritise Ability to work under pressure Dynamic, positive, creative and constructive Open and approachable Conscientious, honest and reliable Child centred Capacity to make dynamic risk assessments and remain calm in challenging circumstance. Energy, enthusiasm, adaptability and a good sense of humour. Smart professional appearance 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 	I I I I I I I/R I/R I/R I/R I/R I/R
Safeguarding <ul style="list-style-type: none"> Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children 	✓		I/R

<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults • An understanding of and commitment to equal opportunities issues both within the work place and the community in general • A criminal records check at an enhanced level • Exempt from the Rehabilitation of Offenders Act, 1974 (All spent convictions to be declared) 	✓		AF/I/R
	✓		I
	✓		DBS
	✓		AF
Physical requirements <ul style="list-style-type: none"> • No serious health problems which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments) • Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) • Own car / ability to drive 	✓		I/R
	✓		I/R
	✓		I

Key: AF – Application Form I – Interview O - Observation R – Reference

This specification has been prepared in accordance with the requirements of the Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.