

**Administrator, Heathermount School PERSON SPECIFICATION Criteria**

required for this post

| ESSENTIAL                                                                                                                                                                |                                  |            |    | DESIRABLE                                                                  |                                  |            |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------|----|----------------------------------------------------------------------------|----------------------------------|------------|----|
| Requirement                                                                                                                                                              | How Identified                   | Met<br>Yes | No | Requirement                                                                | How Identified                   | Met<br>Yes | No |
| EDUCATION, TRAINING, QUALIFICATIONS AND SKILL SET                                                                                                                        |                                  |            |    |                                                                            |                                  |            |    |
| Proficient in IT skills with a strong command of the Google Suite, including Google Docs, Sheets, and Slides, and an adept ability to navigate the internet efficiently. | Application form<br>Certificates |            |    | SEND qualifications                                                        | Application form<br>Certificates |            |    |
| Relevant or previous experience in an office role within a school                                                                                                        | Application form<br>Interview    |            |    |                                                                            |                                  |            |    |
| KNOWLEDGE & EXPERTISE                                                                                                                                                    |                                  |            |    |                                                                            |                                  |            |    |
| Knowledge of SEND Phraseology/terminology and the SEND Code of practice                                                                                                  | Application form<br>Interview    |            |    | Relevant experience of working in a SEND environment in a local authority  | Application form Interview       |            |    |
| Good working knowledge of Google Suite                                                                                                                                   | Application form<br>Interview    |            |    | Awareness and understanding of school admissions, policies and procedures. | Application form Interview       |            |    |

| <b>SKILLS, ABILITIES AND PERSONAL ATTRIBUTES</b>                                                            |                               |  |  |                                                                 |                               |  |  |
|-------------------------------------------------------------------------------------------------------------|-------------------------------|--|--|-----------------------------------------------------------------|-------------------------------|--|--|
| Excellent communication skills                                                                              | Interview                     |  |  |                                                                 |                               |  |  |
| Excellent organisational and interpersonal skills, in particular customer service                           | Interview                     |  |  |                                                                 |                               |  |  |
| The ability to work on own or as part of a team using your initiative and able to meet deadlines            | Application form<br>Interview |  |  |                                                                 |                               |  |  |
| The ability to analyse and interpret data                                                                   | Application form<br>Interview |  |  |                                                                 |                               |  |  |
| An enthusiastic, committed, and proactive approach to work                                                  | Application form<br>Interview |  |  |                                                                 |                               |  |  |
| Ability to adapt positively and flexibly to changing requirements.                                          | Application form<br>Interview |  |  |                                                                 |                               |  |  |
| An understanding of data protection and confidentiality                                                     | Application form<br>Interview |  |  | Experience and skills in using secure email systems e.g. Egress | Application form<br>Interview |  |  |
| An understanding and commitment to Equality, Diversity & Inclusion, and an alignment to the school's values | Interview                     |  |  |                                                                 |                               |  |  |
| A positive and helpful attitude toward colleagues, enquirers, applicants, students, and external agencies.  | Application form<br>Interview |  |  |                                                                 |                               |  |  |
| Positive and engaging attitude, contributing to a collaborative work environment.                           | Interview                     |  |  |                                                                 |                               |  |  |

