

Person Specification

Education and Health Care Plan (EHCP) Administrator and Personal Assistant to the Leadership Team

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

	Qualifications / Experience	
1	Level 2 Qualifications in English and Maths	Essential
2	Experience of Taking Minutes	Essential
3	Experience of Proof Reading	Essential
4	Experience of working with students with SEN	Desirable
5	Experience of Working in a School or Similar Environment	Desirable
	Ability, Skills and Knowledge	
6	Able to maintain accurate, legible and up to date records	Essential
7	Able to take accurate minutes of meetings	Essential
8	Able to communicate appropriately and effectively with pupils, colleagues and visitors.	Essential
9	Able to meet tight deadlines	Essential
10	Able to chase staff to obtain information in time for meetings.	Essential
11	Able to adhere to the school's Equality and Diversity Policy.	Essential
12	Knowledge of all Microsoft Applications	Essential
13	Knowledge of the SEN Code of Practice	Desirable
14	Knowledge of Education Health and Care Plans	Desirable