

PERSON SPECIFICATION

Section: Administration	Reports to: SENDCo
Job Title: Admissions Officer	Grade/Salary Range: BP Range 4 - 5 £25,216 - £30,175 (Pro rata: £22,549 - £26,983)
Working Pattern: 37 hours per week	Working Weeks per annum: 41

Factors	Essential	Desirable	Assessment Method
Qualifications	5 GCSEs A-C (including Maths & English)	Degree, QTS, NASENDCo	Certificates at interview
Training	Evidence of Continuing Professional Development	Previous SEN Admissions in a mainstream or specialist setting	Application Form Interview
Experience	Experience of working in an administration role Dealing with complex tasks	Experience of working in a school environment Understanding of SEN admissions process Good understanding of the SIMS database	Application Form Interview
Knowledge and Skills	Excellent organisational skills Effective and clear communication skills Accuracy and attention to detail Competent in the use of Microsoft Word and Excel	Knowledge of the SEN Code of Practice Able to use a range of ICT and database packages. Able to produce and present reports in a logical, clear and concise format	Application Form Interview
Personal Qualities	Understand the importance of discretion and confidentiality Flexible and adaptable Pro-active with the ability to use	Shares knowledge with others Understanding of promoting positive relationships within the wider school community	Interview

	<p>initiative</p> <p>A professional and welcoming manner</p> <p>An empathetic yet assertive approach</p> <p>Ability to work under pressure and meet deadlines</p> <p>Enthusiastic, observant and operate with integrity</p> <p>Adaptable and flexible</p> <p>Operates with patience and tact</p> <p>Work well as part of a team</p>		
Other	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Committed to equality of opportunity</p> <p>Car driver</p>		<p>Application Form</p> <p>Interview</p>

Signature:

Line Manager

Date:

Signature:

Job Holder

Date: