

ABBHEY SCHOOL

PERSON SPECIFICATION

Post Title: Admin Assistant (EHCP & post 16)

Band: D Term time 37hours

	Essential	Desirable	How Assessed
<p>Qualifications & Experience</p> <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 and handling money in line with financial regulations • Experience of using school office systems including SIMS, HCSS, CASPA & DFE website • Knowledge of EHCP plans • Experience of minuting meetings 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Developing self and working with others</p> <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 ISWs, teachers and team. • Commitment to partnership between staff, parents and students • Demonstrate ability to work sensitively and effectively with parents/carers as agreed. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>I/R</p> <p>I/O</p> <p>I</p> <p>I/R</p> <p>AF/I/R</p> <p>AF/I/R</p>
<p>Personal Qualities and Attributes</p> <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 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>
<p>Safeguarding</p> <ul style="list-style-type: none"> • Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children 	<p>✓</p>	<p></p>	<p>I/R</p>

<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 and 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) 	✓		I/R
<ul style="list-style-type: none"> • Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) 	✓		I/R

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.