

Hillshott Infant School and Nursery

Base & SEN Administration Assistant Person Specification

H2-H3 dependent on experience

Requirement	Essential	Desirable
Qualifications/ Training:	<ul style="list-style-type: none"> • English and Maths GSCE (or equivalent) Grade C or above 	<ul style="list-style-type: none"> • Higher level qualifications and office skills
Experience:	<ul style="list-style-type: none"> • At least one year working in a busy office environment 	<ul style="list-style-type: none"> • Experience of working in a school • Experience of supporting or working with Special Needs agencies
Knowledge & Skills:	<ul style="list-style-type: none"> • Ability to use Microsoft packages including Excel, Word and PowerPoint • Proficient computer user • Highly organised • Professional telephone manner • Ability to retain high levels of confidentiality • Effective liaison with a range of professionals • Able to take minutes and record meetings accurately • Excellent attention to detail 	<ul style="list-style-type: none"> • Understanding of SIMs • First aid qualification • Understanding of special needs and related legislation • Understanding of Safe Guarding
Values & Personal Attributes:	<ul style="list-style-type: none"> • A committed team player who proactively supports colleagues as required • Ability to respond to the changing needs of a busy work place • Excellent communication skills • Ability to prioritise workload and show initiative • A genuine concern for children and their development • A positive and professional approach to all members of the school community • A calm disposition with a sense of humour • Commitment to personal and professional development and reflective practice • A clear understanding of the importance of confidentiality and mutual respect 	