

## The Piggott School



### Person Specification SEND Administrator

| <b>Professional Attributes:</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Knowledge of the national school curriculum  |                  | ✓                |
| Good questioning, observation and assessment skills  | ✓                |                  |
| Excellent and effective IT, organisational and administrative skills                       | ✓                |                  |
| Excellent communication and interpersonal skills, be positive and approachable             | ✓                |                  |
| The ability to work within a team working environment, and also able to work independently | ✓                |                  |
| Confidentiality at all times   | ✓                |                  |

| <b>Personal Attributes:</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Able to support and promote the Christian ethos, vision and values of the school. | ✓                |                  |
| Optimism in working for, and passion for working with young people                | ✓                |                  |
| Able to prioritise, plan, monitor and evaluate                                    | ✓                |                  |
| Genuine respect for all members of our school community                           | ✓                |                  |
| Enthusiasm for being involved in the life of a busy school                        | ✓                |                  |
| Awareness of the issues surrounding keeping children safe in education            | ✓                |                  |
| Calm under pressure, adaptable and energetic                                      | ✓                |                  |
| A sense of responsibility and humour  | ✓                |                  |
| Flexibility and use of initiative   | ✓                |                  |