



**SEND Administrator
Person specification**

Essential	Desirable
<ul style="list-style-type: none"> • To be committed to teamwork within all aspects of the school life • Confidence with using Microsoft packages • To be committed to furthering own personal knowledge and skills • Committed to high professional attributes including excellent organisational skills • Excellent communications skills, written, visual and verbal for a range of audiences • Confidence in the use of ICT • To be able to work effectively with colleagues, parents and students adopting a diplomatic, calm and solution focused approach • Confidence to learn new skills and develop professional knowledge • To be committed to the principles of comprehensive education and equal opportunities and the values and ethos of KHS • Willingness to be flexible and positively respond to the dynamic and unpredictable nature of a school environment • Display in behaviours a commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Experience of working in a school