



**SEND Administrator  
Person specification**

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