



## SEN Office Manager

### Person Specification

| Specification             | Essential   | Desirable  |
|---------------------------|---|--|
| Safeguarding              | Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures  |  |
| Qualifications            | GCSE Grade C/4 or above English and Maths   |  |
| Knowledge, and Experience | <ul style="list-style-type: none"><li>• Experience of working within an educational or care setting with adults or young people</li><li>• Experience of meticulous and methodical record keeping</li></ul>  | <ul style="list-style-type: none"><li>• Experience of working with students with learning difficulties or disabilities</li><li>• Experience of working with young people</li><li>• Experience of supporting annual reviews</li><li>• Line management experience</li><li>• Experience of or willingness to train in order to offer personal care support to students with a physical disability</li></ul> |
| Skills/Abilities          | <ul style="list-style-type: none"><li>• Ability to deal with challenging behaviour</li><li>• Ability to act on own initiative</li><li>• Ability to motivate and encourage students</li><li>• Ability to observe and monitor progress and maintain records</li></ul> | <ul style="list-style-type: none"><li>• A good working knowledge of Microsoft Office</li><li>• Experience of working with parents/carers of children with SEND</li></ul>   |
| Personal Qualities        | <ul style="list-style-type: none"><li>• Good communication skills</li><li>• Attention to detail</li><li>• Calm, patient and an appreciation of a sense of humour</li><li>• Team player</li><li>• Flexible attitude</li></ul>  |  |