



Kingsholm Church of England Primary School & Nursery

Personal Specification

Job Title: SENDCo Administrator

	Essential	Desirable
General		
Polite & courteous	✓	
Confidentially, probity, discretion & integrity	✓	
Excellent time management, with the ability to prioritise workloads effectively	✓	
Strong verbal & written communication skills	✓	
Excellent communication & interpersonal skills	✓	
Organisational skills	✓	
Qualifications & training		
GCSE Grades 4+ especially in English and Maths	✓	
Proven on the job experience	✓	
Relevant Experience		
Experience of working in a school setting		✓
Experience of working with pupils with SEND and relevant frameworks		✓
Appropriate experience in administration	✓	
Proven track record of working within a team	✓	
Excellent IT skills (word, internet, excel)	✓	
Experience of engaging in face-to-face meetings		✓
Knowledge of MIS databases		✓
Knowledge, skills & abilities		
Problem solving skills and the ability to come up with creative solutions to issues		✓
Able to take direction from others	✓	
Willingness to learn new skills and acquire new areas of knowledge	✓	
Ability to plan, organise and prioritise effectively to meet deadlines	✓	
Efficient, organised and meticulous	✓	
IT literate with good typing skills and confident using a range of software.	✓	
Personal qualities:		
Strong people skills, fair minded and able to communicate well to a variety of audiences	✓	
Able to interact effectively with staff, parents, pupils and outside agencies	✓	
Team player	✓	