

St Margaret Mary's Catholic Junior School – Administrator Level 3 – Person Specification

FACTOR	ESSENTIAL	DESIRABLE but not essential	MEANS OF ASSESSMENT
Skills, Knowledge and Aptitude	• Good communication skills • Knowledge of SIMS / Insight MIS Systems • Good understanding of whole school SEND requirements/processes. • Good knowledge of Microsoft packages. • Good knowledge of safeguarding. • Experience of minute taking.	• Basic knowledge of first aid • Awareness and basic understanding of school curriculum (aged 7-11 years) • Knowledge of SIMS / Insight MIS Systems • High level of understanding around the legal SEND framework requirements of a primary school.	Application Reference Interview
Qualifications and Training	• Willingness to participate in relevant training and development opportunities. • Good levels of qualifications in English and Maths	• Safeguarding/prevent/first aid training.	Application Interview
Experience	• Working in an administration team • Analysing & presenting SEND data • Managing difficult situations • Supporting SEND initiatives in school • Understanding of relevant school policies, including SEND		Application Interview Reference
Disposition	• Ability to respect and support the aims and objectives of our Catholic school • Good team member • Drive and enthusiasm. • Ability to build and maintain successful relationships with pupils and their families and treat them consistently with respect. • Friendly/adaptable and able to relate well to staff		Reference Interview
Special Requirements	• Good timekeeping and attendance record. • No adverse criminal record. • Successful medical clearance • Eligible to work in the UK	• Willingness to take part in out of school activities.	Interview Reference Medical check Full CRB Check Proof of UK working eligibility