



Hulme Hall Grammar School

SEND Team Administrative Assistant

Person Specification

The following list shows the essential and desirable characteristics we are looking for when considering candidates for this post.

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Previous office and administrative experience</p> <p>Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity</p> <p>Attention to detail and an ability to produce high quality documentation to deadline</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise</p>	<p>Experience of working with SEND within a school environment</p> <p>Knowledge of Examination Access Arrangements</p>	<p>Application Form/ Interview/TASK</p>
Education and Training	<p>Excellent literacy and numeracy skills</p> <p>Up to date, working knowledge of Microsoft Office and Excel</p> <p>Knowledge and experience of effective safeguarding practice</p> <p>Attendance at INSET or training courses</p>	<p>GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths</p>	<p>Application Form/ Interview /TASK</p>
Special Knowledge and Skills	<p>Able to deal effectively with people at all levels from a broad range of organisations</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to display commitment, flexibility, and enthusiasm</p>	<p>Awareness of current developments in education</p>	<p>Application Form/ Interview</p>
Any Additional Factors	<p>Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner</p>	<p>Willingness to contribute to the wider life of the school including community and co-curricular events</p>	<p>Application Form/ Interview</p>

	Ability to work under pressure and manage own workload and commitments through excellent time management skills Willingness to develop professionally		
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