



## Exam Concession and SEND Support Administrator - Person Specification

| JOB REQUIREMENT                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Essential | Preferred | * How assessed |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------|
| Qualifications, knowledge and experience | Good standard of education including literacy and numeracy (Level 2 or equivalent standard)                                                                                                                                                                                                                                                                                                                                                                                                            | ✓         |           | A & I          |
|                                          | Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc                                                                                                                                                                                                                                                                                                                                                                            | ✓         |           | A & I          |
|                                          | Experience of an administrative role                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ✓         |           | A & I          |
|                                          | Experience of working in a school environment                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | ✓         | A & I          |
|                                          | Awareness of SEND policies and procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | ✓         | A & I          |
|                                          | Experience of concession testing                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | ✓         | A & I          |
|                                          | First Aid qualification (or willingness to work towards)                                                                                                                                                                                                                                                                                                                                                                                                                                               | ✓         |           | A & I          |
| Personal and interpersonal               | <b>Interacting and Presenting – Relating and Networking</b><br>Establishes good relationships with pupils, parents, staff and other stakeholders; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others                                                                                                                                           | ✓         |           | I              |
|                                          | <b>Organising and Executing – Delivering Results &amp; Meeting Customer Expectations</b><br>Focuses on stakeholder needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals                                                                                                                                                                       | ✓         |           | I              |
|                                          | <b>Creating and Conceptualising – Learning and Researching</b><br>Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation) | ✓         |           | I              |
|                                          | <b>Supporting and Co-operating – Working with People</b><br>Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight                                                                                                                                                 | ✓         |           | I              |
|                                          | <b>Adapting and Coping – Coping with Pressures and Setbacks</b><br>Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Maintains a positive outlook at work; Handles feedback well and learns from it                                                                                                                                                                                                                                           | ✓         |           | I              |
| Child Protection                         | A commitment to the responsibility of safeguarding and promoting the welfare of young people.                                                                                                                                                                                                                                                                                                                                                                                                          | ✓         |           | A & I          |
|                                          | Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).                                                                                                                                                                                                                                                                                                                                                                                                         | ✓         |           | C              |
|                                          | Willingness to undertake safeguarding training when required.                                                                                                                                                                                                                                                                                                                                                                                                                                          | ✓         |           | I              |

\* A = application, C = clearances, I = interview, T = task