



Hyde High School

Person Specification: Inclusion Administrator Grade: E (Points 11 - 16) Working pattern: 36 hours per week, term time only		
Responsible to	SENDCO	
Core Role	To provide highly effective and professional secretarial and administrative support for the SENDCO and Inclusion Team.	
		E: Essential D: Desirable
Qualifications	5 GCSE grades A*-C (or equivalent) including both English and maths	E
	NVQ Level 3 Business Administration or equivalent	D
Experience and knowledge	Experience of working in a school environment.	D
	Experience of liaising with a variety of colleagues and other stakeholders within a work setting.	E
	Experience of undertaking a wide range of administration duties.	E
	Experience of working with children or parents/carers of children with SEND.	D
	Knowledge of the significance of safeguarding in a school setting.	E
	Knowledge of the SEN Code of Practice	D
	Experience of using Management Information Systems e.g. SIMS, CPOMS	D
Personal skills and qualities	Knowledge and experience of first aid support	D
	Ability to demonstrate a high level of resilience when working in a pressured environment.	E
	Versatile and possessing excellent organisational skills.	E
	Confident to work independently or as part of a team.	E
	Excellent communication and interpersonal skills.	E
	Ability to relate well to adults and young people.	E
	A clear commitment to equal opportunities.	E
	Conscientious, hard-working, enthusiastic and reliable.	E
	Ability to work effectively within defined timescales.	E
	Ability to plan and organise own workloads and to work flexibly using self-motivated initiative.	E
	Competent and confident in the use of ICT including Word, Excel and PowerPoint	E
	Competent and confident in the use of Google calendar and Google docs.	E
	Committed to high personal standards at all times	E
	A proven record of excellent attendance and punctuality	E
	Ability to maintain and produce accurate information and records and to maintain confidentiality.	E
	Ability to produce high quality documentation that is appropriate, clear and concise	E
	Ability to promote a positive ethos around school and act as a positive role model.	E
Kind, compassionate and non-judgemental.	E	
A willingness to learn new skills and to undertake further professional development.	E	
A sense of humour and a positive outlook.	E	

Hyde High School is committed to safeguarding and promoting the wellbeing of all; all staff and volunteers are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check.