

PERSON SPECIFICATION

Post Title: SEND Provision Administrator

Department: INSPIRE SEND Support

Reporting to: Cross College SENCO/Manager

Qualifications and Training

Essential: **A good level of maths and English (GCSE Grade 4 or equivalent)**

Administrative or other relevant qualifications or CPD

Experience and skills

Essential:

- Fast accurate skills using Office applications, Excel and Outlook.
- Administrative experience
- Highly organised and methodical
- Demonstrable experience of tracking and monitoring a specific process and working autonomously
- Strong interpersonal skills, building effective relationships with learners, staff, and external professionals
- Experience of dealing with queries and resolving problems
- Excellent communication and customer service skills.
- Ability to multitask

Desirable:

- Experience in a Further Education setting and/or working with young people between ages of 16-22
 - Experience of developing or working with systems and data
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Other Requirements

- Commitment to inclusion, safeguarding and promoting the welfare of learners
- Willingness to work flexibly and contribute to cross-college activities, including events and training