

**Wellington School**  
**Inclusion Team Administration Assistant - Person Specification**



Essential	Desirable
<b><u>Qualifications</u></b>	
<ul style="list-style-type: none"> <li>▪ GCSE Grade C (or equivalent) or above in English and Maths</li> </ul>	
<b><u>Skills and Abilities</u></b>	
<ul style="list-style-type: none"> <li>▪ Good numeracy/literacy skills</li> <li>▪ Good working knowledge of Microsoft Office</li> <li>▪ Able to plan and deal with conflicting priorities in organising own work schedule</li> <li>▪ Able to build constructive relationships with parents and carers</li> <li>▪ Able to develop and maintain close links and work effectively with staff both within and beyond the school</li> <li>▪ Able to gather information and produce reports.</li> <li>▪ Good planning and organisational skills and a flexible approach to the management of work</li> <li>▪ Excellent communication skills both written and oral and the ability to communicate effectively with staff and students</li> <li>▪ Able to prioritise own workload</li> <li>▪ Understand the importance of safeguarding/child protection when working in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in an educational setting with students</li> <li>▪ Demonstrable experience of working with young people and families</li> <li>▪ SEND admin experience</li> <li>▪ Good knowledge of SIMS</li> <li>▪ An understanding of the specialist support services available to young people from the local authority</li> </ul>
<b><u>Personal Attributes</u></b>	
<ul style="list-style-type: none"> <li>▪ Able to work as part of a team and on own initiative with resilience</li> <li>▪ Self-motivated with the ability to multi-task</li> <li>▪ Good interpersonal skills, and the ability to enthuse/motivate others</li> <li>▪ Flexible and adaptable</li> <li>▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required</li> <li>▪ Good interpersonal skills</li> <li>▪ Patience and the ability to deal with a wide range of demands from a variety of people all at once</li> </ul>	