

The Piggott School



Person Specification SEND Administrator

Professional Attributes:	Essential	Desirable
Knowledge of the national school curriculum		✓
Good questioning, observation and assessment skills	✓	
Excellent and effective IT, organisational and administrative skills	✓	
Excellent communication and interpersonal skills, be positive and approachable	✓	
The ability to work within a team working environment, and also able to work independently	✓	
Confidentiality at all times	✓	
Educated to degree level		✓

Personal Attributes:	Essential	Desirable
Able to support and promote the Christian ethos, vision and values of the school.	✓	
Optimism in working for, and passion for working with young people	✓	
Able to prioritise, plan, monitor and evaluate	✓	
Genuine respect for all members of our school community	✓	
Enthusiasm for being involved in the life of a busy school	✓	
Awareness of the issues surrounding keeping children safe in education	✓	
Calm under pressure, adaptable and energetic	✓	
A sense of responsibility and humour	✓	
Flexibility and use of initiative	✓	