

Person Specification for Inclusion Assistant

Information provided on the application form will be assessed against the criteria listed on this Person Specification to shortlist candidates for interview.

<p>Qualifications</p>	<p>NVQ Level 2/3 or equivalent in Business or Administration is desirable</p> <p>GCSEs or equivalent at Grade 4/C or above in English and Maths is essential</p>
<p>Experience</p>	<p>Working in an office environment with proven experience of administrative procedures is essential</p> <p>Working with young people and their families is desirable</p> <p>Experience of using Bromcom is desirable</p>
<p>Desirable skills and abilities</p>	<p>Work in an organised and methodical manner and maintain accurate records</p> <p>Develop and maintain effective computerised and manual filing systems</p> <p>Take a proactive approach to tracking action points from meetings and correspondence, in liaison with managers and teams concerned, providing effective administrative support</p> <p>Convey information clearly and accurately orally and in writing to a range of people</p> <p>Good interpersonal skills and an ability to relate and communicate effectively with staff, children and parents</p> <p>Forward plan, prioritise and meet deadlines</p> <p>Ability to accurately input data, investigating complex queries and anomalies when required</p> <p>Able to produce a range of documents and reports using Microsoft Office package and school database functions</p> <p>Take personal responsibility for organising day to day workload</p> <p>Work effectively and supportively as a member of the school team</p> <p>Use own initiative to solve problems and respond proactively to unexpected situations</p>
<p>Desirable knowledge</p>	<p>Demonstrate a basic understanding of the work of a school</p> <p>Understanding of children’s needs and a clear belief in inclusion for all</p> <p>Demonstrate a good awareness of the school’s Inclusion Policy</p> <p>Good knowledge and proficiency in a range of computer applications – including Microsoft Office</p> <p>Demonstrate an understanding of confidentiality, data protection and safeguarding legislation</p>