

**Ripplevale School**  
**Therapist Administrator - Person Specification**

<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications and training</b>	5 GCSE's including English and Maths	NVQ in Business/Admin	Application form
<b>Experience</b>	<p>Experience of working in an administration environment</p> <p>Experience of working in a team</p> <p>Use of a range of IT equipment</p>	<p>Experience working within a school environment</p> <p>Knowledge of the EHCP system</p> <p>Experience of working in an administration environment, preferably within a healthcare, medical, or therapeutic setting.</p>	Application form, interview and references
<b>Knowledge</b>	<p>Understanding of a range of IT systems</p> <p>Sound knowledge of Google</p>	<p>Knowledge of EHCP and annual review processes</p> <p>Knowledge of medical terminology or an understanding of SALT or physical therapy conditions.</p>	Application form, interview and references
<b>Skills</b>	<p>Excellent typing and written skills</p> <p>Good use of English, spelling and grammar</p> <p>Report/letter writing to a high standard</p> <p>Attention to detail – accuracy with work, meeting deadlines and multi tasking</p> <p>Good communication skills</p>	Word processing at speed	Application form, interview and references

<b>Personal Qualities</b>	<p>Constantly seeks improvement of self, quality of work and systems</p> <p>Makes sound judgements based on evidence</p> <p>Follows through with actions when requested</p> <p>Shows attention to detail</p> <p>Team worker, always supporting others for the common good</p> <p>Confidentiality and integrity</p>		Application form, interview and references
<b>Other requirements</b>	Flexible and willing to try new challenges		Application form, interview and references