

BROOMHILL BANK SCHOOL

PERSON SPECIFICATION – Admissions, EHCP and Student Data Services Co-ordinator

CRITERIA		ESSENTIAL	DESIRABLE	EVIDENCE BASE / MODE OF ASSESSMENT
QUALIFICATIONS				
1.1	GCSE Grade C/4 or above (or equivalent) in English and Mathematics	✓		
1.2	Good standard of general education	✓		
1.3	SEND-related qualification or training		✓	
1.4	Relevant administrative qualification		✓	
EXPERIENCE				
2.1	Experience of working in an administrative role	✓		
2.2	Experience maintaining accurate records and databases	✓		
2.3	Experience managing confidential and sensitive information	✓		
2.4	Experience coordinating meetings, schedules and documentation	✓		
2.5	Experience working to deadlines and managing competing priorities	✓		
2.6	Experience of working within a school or educational setting		✓	
2.7	Experience of using SIMS, Applicaa or other school management systems		✓	
2.8	Experience supporting admissions processes		✓	
2.9	Experience of supporting EHCP processes and Annual Reviews		✓	

2.10	Experience liaising with Local Authorities and external agencies		✓	
KNOWLEDGE				
3.1	Understanding of data protection, confidentiality and GDPR requirements	✓		
3.2	Knowledge of effective record management practices	✓		
3.3	Understanding of the importance of accuracy in data management	✓		
3.4	Flexible in approach and willing to adjust to the many changing demands of the school.	✓		
3.5	Good organisational skills and able to provide written information punctually and in a clear, concise form	✓		
3.6	Able to effectively share expertise and skills, to further the development of colleagues in school and the wider community	✓		
3.7	Able to communicate sensitively and clearly with young people and adults, individually and in small groups, during EHCP meetings, supervision meetings	✓		
3.8	Able to promote and present the school and its community in a positive way to parents, students, governors etc	✓		
3.9	Holder of a valid Full UK driving licence	✓		
PERSONAL ATTRIBUTES				
4.1	Honesty and integrity	✓		
4.2	Flexibility and ability to adapt to changing circumstances and new ideas	✓		
4.3	Professional, approachable and courteous manner	✓		
4.4	A liking and genuine respect for young people who can sometimes be challenging. An ability to remain calm in challenging situations	✓		
4.5	Values the unique contribution made by all members of the school community including pupils, staff, parents and governors	✓		
4.6	Positive and proactive approach to problem solving	✓		
4.7	Ability to foster a culture of respect and openness	✓		
4.8	Ability to remain calm under pressure and manage multiple demands	✓		
4.9	Strong sense of accountability and ownership of tasks	✓		

OTHER REQUIREMENTS				
5.1	Commitment towards adherence to the principles set out within the Schools Equality Plan	✓		
5.2	Commitment to the promotion of the concept of equal opportunities in the work situation with all students and staff	✓		
5.3	Understanding and sensitivity to discrimination experienced by members of minority groups and a commitment towards reducing this	✓		

The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service. Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge