



**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NASENDCO	
<b>Experience</b>	<p>Proven knowledge of all SEN needs</p> <p>Proven effective support to children, parents and liaising with outside agencies</p>	
<b>Skills and Abilities</b>	<p>Ability to work in an organised and methodical manner and maintain accurate records</p> <p>Ability to convey information clearly and accurately orally and in writing to a range of people</p> <p>Ability to take personal responsibility for organising day to day workload</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Able to deal calmly, tactfully and effectively with a range of people</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>	<p>Experience with medical care and creating personal plans for children</p>
<b>Knowledge</b>	<p>Demonstrate a basic understanding of the work of a school</p> <p>Demonstrate an understanding of SEN, medical and welfare issues in a school setting</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting</p> <p>Good knowledge of GDPR and confidentiality issues</p> <p>An awareness of safeguarding in schools</p>	<p>Knowledge of a range of computer applications – including Word / Excel / Powerpoint / SIMS</p>