

**Ripplevale School**  
**EHCP & PEP 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	
<b>Experience</b>	<p>Knowledge of the EHCP system</p> <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 office environment</p> <p>Knowledge/experience of PEPS</p>	
<b>Knowledge</b>	<p>Understanding of a range of IT systems</p> <p>Sound knowledge and understanding of Microsoft Office, particularly Outlook, Word and Excel</p>	Knowledge of SIMS	
<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 WP work, meeting deadlines and filing</p> <p>Good communication skills</p>	<p>Note taking or shorthand</p> <p>Word processing at speed</p>	
<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>		
<b>Other requirements</b>	Flexible and willing to try new challenges		

*Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment*