

**PERSON SPECIFICATION**  
**JOHN COLET SCHOOL**  
**Learning Support Administration Assistant**

**Qualifications**

- GCSE grade C or above (or equivalent) in English and Maths (essential)

**Previous Work Experience**

- Recently worked in administration role (highly desirable)
- Worked within an SEN department (highly desirable)
- Worked in a secondary school or college setting (highly desirable)

**Professional Knowledge Skills & Experience**

- Knowledge of Microsoft Office, including EXCEL (essential)
- Knowledge of SIMS (desirable)
- Worked with young people with SEND (highly desirable)
- Knowledge of safeguarding in school (desirable)
- Worked with or at external agencies (desirable)

**People Management Skills (all essential)**

- Good listener
- Fair but challenging so that high standards are achieved
- Able to work professionally with other stakeholders and external agencies

**Other Personal Qualities (all essential)**

- Organised with excellent time management skills
- Effective communication skills
- Ability to prioritise
- Has attention to detail
- Ability to create, learn or adopt new systems of working
- Enjoys working with young people