

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## PERSON SPECIFICATION

### EHCP Administrator

#### Qualifications and Experience

- Experience of working in an administration role or similar in an educational setting
- Excellent working knowledge of IT; Microsoft Office & MIS (eg. Sims)
- Experience of delivering a customer-focused service
- Excellent literacy and communication skills; able to construct well worded correspondence

#### Skills and knowledge

- Ability to relate well to children and adults
- Knowledge of EHCPs and the process around them
- Understanding of relevant policies in relation to data protection/ GDPR/codes of practice and awareness of safeguarding legislation
- Excellent time management and organisational skills

#### Personal Qualities

- Ability to demonstrate suitability to work with children
- A team player, with a positive and enthusiastic attitude
- Strong people skills; welcoming yet professional
- Ability to multi-task at busy times whilst maintaining attention to detail
- Ability to show initiative, be self-motivated & able to prioritise one's own work
- Flexible approach with the ability to accommodate changes in priorities
- Willingness to constructively challenge own work and that of the team to continually improve performance
- Understand and respect the principles of confidentiality and remain discrete when privy to confidential information

#### Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with young people & colleagues
- A commitment to the ethos and strategic direction of the school
- Strong support for the school's mission and values
- Be a good role model