

## SEND Manager PERSON SPECIFICATION

<b>Knowledge and Experience</b>		<b>Essential</b>	<b>Desirable</b>
1.	Experience of working in a school	✓	
2.	Relevant qualification or experience	✓	
3.	Experience of working with professionals, parents/carers and young people in a work, voluntary or domestic setting	✓	

<b>Skills and Abilities</b>		<b>Essential</b>	<b>Desirable</b>
4.a	Minimum Grade C GCSE in English and Mathematics	✓	
4.b	Level 3 qualifications (A levels/Diploma etc)		✓
5.	Ability to use own initiative as well as working within a team environment	✓	
6.	Excellent communication and interpersonal skills	✓	
7.	Ability to interact with students	✓	
8.	The ability to use ICT effectively	✓	
9.	Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
10.	Ability to understand and carry out verbal and written instructions	✓	
11.	Ability to organise and prioritise work	✓	
12.	Ability to remain confident yet discreet in dealing with visitors, parents/carers and students	✓	
13.	Ability to make quick decisions on which enquiries need to be referred on and dealt with	✓	
14.	Be aware of child safeguarding arrangements	✓	

<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>
15.	Commitment to achieving high standards	✓	
16.	Enthusiasm and a positive outlook	✓	
17.	Excellent attendance and punctuality	✓	
18.	Responsible, honest and reliable	✓	
19.	Good personal organisation	✓	
20.	A sensitive and caring manner	✓	
21.	A team player	✓	
22.	Calm under pressure	✓	