

# The Oldershaw School

## Employee Specification Form

Post Number	
Job Title	SEND Administration Manager
Department	SEND
Prepared by and date	Amanda Jackson – 2024

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Good general education including passes in English &amp; Maths</li> </ul>	A	<ul style="list-style-type: none"> <li>IT qualifications</li> </ul>	A A
<b>Experience</b> <ul style="list-style-type: none"> <li>Previous experience in an administrative role related to SEND</li> <li>Strong understanding of the SEND Code of Practice and SEND</li> <li>Outstanding ICT skills</li> </ul>	A/I A/I A/I	<ul style="list-style-type: none"> <li>Understanding of GANTT charts and systems for task management</li> <li>Experience of working in a secondary school setting</li> <li>Experience of coordinating the tracking of key interventions</li> </ul>	A/I A/I A/I
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills both verbal &amp; written</li> <li>Organised</li> <li>Confident in making decisions</li> <li>Ability to prioritise workload, meet deadlines and remain calm under pressure</li> </ul>	A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> <li>Understanding of safeguarding/child protection</li> <li>Knowledge of Arbor</li> </ul>	A/I A/I
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Flexible</li> <li>High level of commitment to disadvantaged and vulnerable children and young people</li> <li>Resilience and sense of humour</li> <li>Enhanced DBS required</li> <li>Must ensure all safeguarding policies and procedures are adhered to</li> </ul>	A/I A/I A/I		

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible). Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc