EMPLOYEE SPECIFICATION

**Job Title: SERVICE SEND SUPPORT OFFICER Grade: Scale S01 Point 21 - 25**

**Department: WOODBRIGE PARK EDUCATION SERVICE**

**Division/Section: Children and Adult Services**

Selection decisions will be based on the criteria outlined in this form. At each stage of the process an

assessment will be made by the appointment panel to determine how far the criteria have been met.

*Candidates who do not meet Essential criteria will not be considered.*

Criteria should either be addressed on the application form or in the statement of application.

Criteria will be further tested later in the process at interview.

When completing your statement of application you should ensure that you provide supporting

evidence of how you meet the criteria through reference to work or other relevant experience.

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| --- | --- | --- | --- | --- | --- |
| No | Criteria/Competencies | Essential | Desirable | Form | Interview |

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| --- | --- |
|  | **Skills/Abilities/Knowledge** |
| **1** | Excellent inter-personal skills | X |  | X |  |
| **2**  | Highly developed organisational skills | X |  | X |  |
| **3** | Excellent ICT skills with experience of working in Microsoft Word and at least Intermedicate Excel with fast and accurate typing skills  | X |  | X |  |
| **4** | Knowledge of SIMS software package | X |  | X |  |
| **5** | A clear and effective telephone manner and the confidence to deal with a range of stakeholders | X |  | X |  |
| **6** | GCSEs or equivalent English/Maths A\*-C | X |  | X |  |
| **7** | Ability to maintain confidentiality and to be sensitive to student needs  | X |  | X | X |
| **8** | Good working knowledge of SEND, including relevant policies/codes of practice and awareness of relevant legislation | X |  | X | X |

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| --- | --- |
|  | **Experience** |
| **1** | Experience of providing effective administrative support in  previous office based establishments | X |  | X | X |
| **2** | Experience of managing staff and the work of others | X |  | X | X |
| **3**  | Experience of working in a school or other educational establishment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | X | X | X |

 | X |  | X | X |
|  | **Disposition** |
| **1** | Ability to work under pressure in a very busy and diverse environment | X |  | X | X |
| **2** | Practical and creative approaches to problem solving | X |  | X | X |
| **3** | The ability to multi task | X |  | X | X |
| **4** | Ability to stay calm in potentially challenging situations | X |  | X | X |
| **5** | Ability to work collaboratively as part of a team, but also on own initiative and to manage own time | X |  | X |  |

|  |  |
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|  | **Commitments** |
| **1** | Commitment to equality of opportunity | X |  | X |  |
| **2** | Commitment to achieving high standards | X |  | X |  |
| **3** | Commitment to all aspects of inclusive education | X |  | X |  |
| **4** | Commitment to encouraging participation of stakeholders,Parents/carers and the wider community in the life of the Service | X |  | X | X |

JULY 2023

 