**Person Specification for – Admin Assistant**

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| **Criteria** | **Qualities** |
| **Qualifications and Training** | * Training for safeguarding in adults & Children * NARIC trained |
| **Experience** | * Experience of managing a school or other relevant organisation including: * Building relationships with children and their parents, particularly the most vulnerable SEN pupils * Working and communicating effectively with relevant agencies * Experience of handling large amounts of sensitive data and upholding the principles of confidentiality |
| **Skills and Knowledge** | * Expert knowledge of guidance on and working with young people, including knowledge of the responsibilities of schools and other agencies * Ability to work with a range of people with the aim of ensuring the safety and welfare of children * Awareness of local and national agencies that provide support for children and their families * Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings and document safeguarding concerns * Good IT skills * Effective communication and interpersonal skills * Ability to build effective relationships with staff and other stakeholders * Knowledge of KCSIS |
| **Persona Qualities** | * Commitment to ensure the safety and welfare of children * Uphold and promote the ethos and value of the school * Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school * Ability to work under pressure and prioritise effectively * Maintain confidentiality at all times * Commitment to equality |