**Person Specification for – Admin Assistant**

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| **Criteria** | **Qualities** |
| **Qualifications and Training** | * Training for safeguarding in adults & Children
* NARIC trained
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| **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
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| **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
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| **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
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