



SENDCo Administrator

Person Specification

Heading	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at grade 4/C or above, or equivalent 	<ul style="list-style-type: none"> NVQ Level 2 or 3 in Business Administration, or a relevant administrative qualification; First Aid certificate
Experience	<ul style="list-style-type: none"> Experience of administrative work in an office, school, or similar professional environment Experience of maintaining accurate records and handling confidential information; Experience of managing diaries, meetings, or correspondence 	<ul style="list-style-type: none"> Previous experience in a school office Experience of SEND administration, Annual Reviews, EHCP processes, or working with external agencies
Knowledge	<ul style="list-style-type: none"> Knowledge of Microsoft Office, including Word and Excel Knowledge of data protection, confidentiality, and safeguarding responsibilities 	<ul style="list-style-type: none"> Knowledge of Arbor, CPOMS, or other school-based systems Knowledge of SEND procedures, Annual Reviews, EHCP processes, and the SEND Code of Practice
Skills	<ul style="list-style-type: none"> Strong administrative and organisational skills Excellent written and verbal communication skills High level of accuracy and attention to detail Ability to draft letters, emails, and reports clearly and professionally Ability to collate, maintain, and present records and data Ability to prioritise workload and meet deadlines 	<ul style="list-style-type: none"> Ability to prepare data summaries and reports for SEND provision Ability to develop and maintain templates and resources to support pupils with SEND
Interpersonal and Communication Skills	<ul style="list-style-type: none"> Ability to communicate professionally and sensitively with staff, parents/carers, and external professionals 	<ul style="list-style-type: none"> Experience of acting as a first point of contact for families or professionals in a school context

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	<ul style="list-style-type: none"> • Ability to work collaboratively as part of a team • Ability to remain calm and professional when managing sensitive matters 	
Physical Skills	<ul style="list-style-type: none"> • Ability to use standard office equipment, including computer, printer, and photocopier • Ability to carry out routine administrative tasks 	
Level of Autonomy	<ul style="list-style-type: none"> • Ability to work within established school policies and procedures • Ability to manage day-to-day workload independently • Ability to use initiative while knowing when to refer matters to the SENDCo or senior leaders 	<ul style="list-style-type: none"> • Experience of working independently in a busy school or office environment