



PERSON SPECIFICATION	
JOB TITLE	Learning Support Administrator
DEPARTMENT/SECTION	Learning Support

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
Qualification/Education:		
	<ul style="list-style-type: none">• NVQ 3 or equivalent qualification• English and Maths GCSE or equivalent Grade C or above• Relevant personal and professional development	<ul style="list-style-type: none">• Graduate degree or equivalent
Experience:		
	<ul style="list-style-type: none">• Experience of record keeping, information retrieval and dissemination of data/documentation• Experience of liaising with a variety of different stakeholders and adapting communication skills appropriately• Ability to deal tactfully and confidently with telephone callers and visitors	<ul style="list-style-type: none">• Experience of working with SEND pupils• Working within a school environment and experience of working with ISAMS or other school management information systems• Experience of Exam Access Arrangements for internal and external exams• Knowledge and understanding of SEND Code of Practice• Knowledge of JCQ regulations
Skills and Attributes:		

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	<ul style="list-style-type: none"> • Ability to work actively with parents and outside agencies • Excellent written and oral communication skills • High level ICT skills (Excel, Teams, Word) • A capacity for hard work and an ability to work under pressure • An empathy for supporting SEND pupils 	
Personal Attributes		
	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent organisational, prioritisation and time management skills • Self-motivated and able to use own initiative • Vision and values aligned with the School high aspirations and high expectations for children, staff and families • Resilience and motivation to support the School through day-to-day challenges while maintaining positivity and professionalism • Demonstrate personal and professional integrity, including modelling values and vision 	

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