

**Person Specification
EHCP Caseworker**

Education and Training

Essential Criteria		Desirable Criteria	
Good A-C pass in GCSE English and Maths or equivalent or equivalent professional qualification		Educated to degree level	
		Attended certified courses in MSWord/Excel/SIMS or secretarial/administration	

Achievements and Experience

Essential Criteria		Desirable Criteria	
Experience and knowledge of MS Word, Outlook and Excel and ability to use relevant information technology		Detailed working knowledge of Schools Information Management System (SIMS)	
		Experience and knowledge of Microsoft packages	
Experience of working within an administration/office environment		Experience of working within an administration/office environment within a school	
A knowledge of the principles of safeguarding and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people		Experience of working within an SEN setting	
		Understanding of the Education, Health and Care Plan System and statutory processes	
Experience of dealing a wide range of people ideally within a customer facing environment.		Experience of liaising with colleagues and professionals across a range of service areas.	

Skills & Abilities

Essential Criteria		Desirable Criteria	
Ability to communicate effectively, both orally and in writing with a variety of people.		Ability to demonstrate a commitment to school policies	
Excellent ICT & word processing skills		Understanding of the statutory assessment guidelines and curriculum expectations.	
Excellent interpersonal skills and the ability to keep calm under pressure			
To respect confidentiality at all times		Recognition of the need to promote parent partnership within the school	
Sound organisational skills to maintain and develop effective administrative systems		A knowledge/ understanding of issues that may face people with disabilities	
Able to work on own initiative, including organising and prioritising own workload			
Ability to pay attention to detail and work to deadlines.			

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Evidence of working in a team and making a distinctive contribution			
Ability to establish trusting and respectful relationships with others			
Willingness to work flexibly and independently within the requirements of the school			
Be willing to undertake further professional development			
Ability to summarise and record information effectively and appropriately			
An understanding of and a commitment to the Trust's Equal Opportunities Policy			
Summarising and recording complex information within a meeting environment			
Ability to write clear and concise reports that can be understood by a wide range of people.			