

Person Specification
SEN Casework Manager
Education and Training

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 or possess equivalent experience that is relevant to the role		Attended certified courses in MSWord/Excel/SIMS or secretarial/administration	
Relevant professional qualifications or willingness to undertake qualifications			
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 PowerPoint and Publisher	
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 dealing a wide range of people ideally within a customer facing environment.		Line management experience	
Experience of complete statutory returns for pupils within a school environment			
Experience of working within an SEN setting or Local Authority SEN provision in a similar or equivalent relevant role			
Experience of Annual Review and EHCP processes and requirements			
Extensive experience of minuting complex meetings including meetings that can be emotive.			
Skills and Abilities			
Essential Criteria		Desirable Criteria	
Excellent written and oral communication skills with the ability to communicate effectively in a clear and concise manner		Ability to demonstrate a commitment to school policies	
Excellent ICT & word processing skills		Knowledge of the National Curriculum, P Scales, assessment and moderation.	
To respect confidentiality at all times		Recognition of the need to promote parent partnership within the school	

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Sound organisational skills to maintain and develop effective administrative systems			
Ability to prioritise work and remain calm, whilst working to tight deadlines with minimum supervision and under own initiative completing tasks to an expected standard			
Evidence of working in a team and making a distinctive contribution			
Knowledge/ understanding of issues that may face people with disabilities			
Ability to establish trusting and respectful relationships with others			
Willingness to work flexibly and independently within the requirements of the Service and to assist and support colleagues			
Be willing to undertake further professional development			
Ability to summarise and record information effectively and appropriately			
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.			