



Person Specification: SEN General Administrator

Essential	Desirable
Educated to at least GCSE grade C standard or equivalent in English and Mathematics	A Level or higher Education qualifications
Experience of working in a busy office environment	Further education qualifications in relevant field
Previous administration experience	Experience of working in a school or similar establishment
Experience of organising meetings and accurate minute taking	First aid qualification or willingness to gain one
Experience of managing data and maintaining accurate records and filing systems	
Ability to build and form good relationships with students and colleagues	
Ability to work constructively as part of a team, understanding school roles and responsibilities	
Ability to proficiently use office computer systems including the Microsoft Office packages and database and internet systems	
Good verbal and written communications skills appropriate to the need to communicate effectively with colleagues, students, other professionals, visitors and callers	
Good standard of numeracy and literacy skills	
Ability to absorb and understand a range of information	
Ability to manage and deal with confidential data / issues appropriately	
Ability to respond to changing deadlines	

The Governing Body of Cambourne Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment