

PERSON SPECIFICATION
EHCP AND ACCESS ARRANGEMENTS COORDINATOR
Term Time + 2 weeks (41 weeks) – Permanent
(consideration may be given to Part Time applicants on a job share basis)

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will:

Experience and Skills

- Have strong administrative and organisational skills
- Have excellent IT Skills (Microsoft Office)
- The ability to communicate effectively verbally and in writing with staff, students and parents/carers
- Be versatile and have the ability to take the initiative

Professional qualities

- Have a good general standard of education
- Have the ability to work effectively as part of a team
- Be hard working
- Be prepared to be flexible
- Be willing to co-operate and work collaboratively with staff and students
- Have a sense of humour
- Be committed to personal development and training

DESIRABLE

The successful candidate may:

- Have experience of the administration of EHCPs including consultations and reviews
- Have experience of applying for Exam Access Arrangements for JCQ approval
- Have experience working in an educational setting
- Have experience supporting vulnerable children or adults