PERSON SPECIFICATION

Business Support Officer (EHCNA)

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

---

Qualifications and training

Method of Assessment – D, I

Essential:

- A minimum of 5 GCSE's (A*-C grades) or equivalent including English and Mathematics

The New GCSE Grading System

Grades 7-9 are equivalent to the old grades A and A*.

The bottom of grade 7 aligns with the bottom of grade A.

Grades 4-6 are equivalent to the old grades B and C.

The bottom of grade 4 aligns with the bottom of grade C

Experience and knowledge

Method of Assessment – I

Essential:

- A broad range of administrative experience
- Experience of office procedures and practices

Desirable:

- Experience of communicating effectively with a wide range of audiences

Specialist skills and abilities

Method of Assessment – I

Desirable:

- Experience of previously working in a special educational needs team
- An understanding of the SEND Code and Practice and issues relating to special educational needs

Personal skills and attributes

Method of Assessment – I

Essential:

- An ability to work as a member of and contribute to a team
- An ability to work under pressure without loss of quality
- To be highly motivated, energetic and enthusiastic
- An ability to respond to others sensitively and tactfully
- The ability to work effectively unsupervised
- To observe and meet specific deadlines
- To be proactive, to enable the EHCP Team to meet key performance indicators
- Extensive organisational abilities
- An ability to preserve strict standards of confidentiality
- Excellent IT skills

Special working conditions

Method of Assessment – I

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match