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|  | **DESCRIPTION** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| Qualifications/  TRAINING | English & Maths qualification equivalent to at least Level 2 (Grade C/4 GCSE) | X |  | Application form  (proof of qualifications to be provided) |
| A willingness to attend appropriate training and development | X |  |
| Qualification in Business Administration or equivalent qualification in relevant discipline. |  | X |
|  | Minimum 2 years previous experience in a similar role | X |  |  |
| Experience | Relevant personal and professional development | X |  | Application Form  Interview |
| Handling confidential information | X |  |
| Working in an environment where experiences including taking initiative and self-motivation | X |  |
| Working as a member of a team | X |  |
| Experience of SEN Education |  | X |
| Working for more than one person | X |  |
| Working in a Charity |  | X |
| KNOWLEDGE | Knowledge of office practice | X |  | Application Form  Interview |
| Knowledge of data protection, equal opportunities, and human rights legislation |  | X |
| Knowledge of educational legislation, guidance and legal requirements |  | X |
| Knowledge of Microsoft Word, Outlook, Excel & PowerPoint | X |  |
| SKILLS | Good listening, oral, and literacy skills | X |  | Application Form  Interview |
| Organising time and working to deadlines | X |  |
| Record keeping, information retrieval and dissemination data/documentation | X |  |
| Writing agendas and accurate concise minutes | X |  |
| Using the internet to access relevant information | X |  |
| IT including keyboard skills | X |  |
| Managing a number of diaries | X |  |
| Organising meetings | X |  |
| SPECIAL REQUIREMENTS | Ability to work at times convenient to the Board of Trustees and Governing Body, including evening meetings | X |  | Application Form  Interview |
| Ability to travel to meetings | X |  |
| Ability to be available to be contacted at mutually agreed times | X |  |

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| Personal Qualities and attributes | Passion for working with young people with ASD | X |  | Application Form  Interview  References |
| Commitment to safeguarding and promoting the welfare of children & vulnerable adults | X |  |
| Positive and resilient individual with drive, integrity, a cheerful disposition and a sense of humour | X |  |
| Commitment to personal and professional development | X |  |
| Confidentiality | X |  |
| An excellent team player | X |  |
| Passion for raising standards across the service | X |  |
| Ability to work under pressure and meet deadlines | X |  |
| Ability to work unsupervised | X |  |
| Commitment to equality, diversity and inclusion | X |  |
| Flexibility and adaptability | X |  |
| Sensitivity, diplomacy and tact | X |  |
| Commitment to actively promoting the policies and procedures of the school | X |  |

**Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**