



LIONHEART SCHOOL

PERSON SPECIFICATION

JOB TITLE:	SEN Administrator	POST NO:	
DEPARTMENT:	Lionheart School	GRADE:	
PREPARED BY:	Cindy Gosnell	DATE:	January 2026

E = ESSENTIAL		SOURCE OF EVIDENCE - APPLICATION = A	
D = DESIRABLE		TEST = T	
		INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =5	
E	Considerable experience in a school or pupil referral unit environment working with a relevant age group		A
E	Planning, preparing, delivering and assessing individual and group learning activities		A
D	Supervision and monitoring of learning support staff		AI
E	Knowledge and monitoring the welfare of children & young people		AI
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =4	
E	Full working knowledge of Policies and Practices of Schools		AI
E	Working knowledge of National Curriculum		AI
E	Evidence of understanding and familiarity of with current assessment strategies.		AI
E	Understanding of Statutory frameworks relating to teaching		AI
D	Understanding of Nurture Group principles		AI
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =5	
E	Ability to respond flexibly and problem solve		AI
E	Ability to work as part of a multi professional team		AI
D	Ability to advise and support schools and other professionals		AI
D	Ability to demonstrate good or outstanding classroom practice		AI
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =5	
E	Educated to GCSE Maths and English C/4 or above		A
E	Evidence or recent professional development		A
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =5	
E	Confident, positive and approachable manner		I
E	Ability to work under pressure and remain calm		I
E	Commitment and ability to work as part of a team		I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =3	



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D	Car driver (clean licence)	I
D	Minibus driver/willing to undertake minibus training	I