



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