



**PERSON SPECIFICATION  
EHCP Co-Ordinator**

|                                    | <b>Essential</b>   | <b>Desirable</b>  | <b>Assessment Method</b>  |
|------------------------------------|--|---|---|
| <b>Experience</b>                  | <ul style="list-style-type: none"><li>• Working in an SEN department in a secondary school</li><li>• Working in a busy administration department</li><li>• Working in a highly pressured administration role</li></ul>         | <ul style="list-style-type: none"><li>• Experience in the EHCP process</li><li>• Experience in a similar role</li></ul>     | <ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li></ul> |
| <b>Training and Qualifications</b> | <ul style="list-style-type: none"><li>• Educated to minimum GCSE level including English and Maths</li></ul>   | <ul style="list-style-type: none"><li>• Level 5 qualification relating to Office management and/or administration</li></ul> | <ul style="list-style-type: none"><li>• Application form</li><li>• Qualification certificates</li></ul>     |
| <b>Skills</b>                      | <ul style="list-style-type: none"><li>• Excellent Administration and planning skills</li><li>• Good communication and interpersonal skills</li><li>• Ability to co-ordinate a variety of projects and problem solve.</li></ul> |   | <ul style="list-style-type: none"><li>• Application form</li><li>• References</li></ul>                     |
| <b>Personal Qualities</b>          | <ul style="list-style-type: none"><li>• Ability to work on your own initiative</li><li>• Organised</li><li>• Positive 'can do' attitude</li><li>• Flexible, solution focussed approach</li></ul>                               |   | <ul style="list-style-type: none"><li>• Application form</li><li>• References</li><li>• Interview</li></ul> |
| <b>Other</b>                       | <ul style="list-style-type: none"><li>• To be willing to undertake any relevant training in relation to the role</li></ul>   |   | <ul style="list-style-type: none"><li>• Application Form</li><li>• Interview</li></ul>                      |