

## Student EHCP Review Officer

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

*If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.*

<b>Qualifications / Experience</b>	<b>Priority</b>
Experience of working within a team	1
Experienced and high level of written communication, creating accurate and details reports	1
Experience of using Microsoft Windows applications / Other information systems	1
Experience of working in a College environment (desirable)	2
<b>Ability, skills and knowledge</b>	
Able to take accurate, clear and concise minutes of meetings	1
Able to communicate appropriately and effectively with students / parents and carers, who have significant communication difficulties, using the complete range of media, spoken, sign, written, gestural and intuitive	1
Able to communicate appropriately and effectively with colleagues, suppliers and other external agencies	1
Able to demonstrate high level skills in customer service, and a sensitive approach in dealing with a wide variety of people	1
Able to effectively plan own workload to ensure internal and external (statutory) deadlines are met	1
Knowledge of Microsoft applications and other data bases to produce a variety of letters, documents etc	2
Able to work within a team and independently	1
Able to prioritise and organise own workload	1

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| Able to demonstrate high levels of accuracy and attention to detail  | 1 |
| Able to work on own initiative, sometimes working under pressure and to tight timescales   | 1 |
| Able to adhere to the College's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies | 1 |