St Philip's School

Harrow Close, Chessington, Surrey, KT9 2HR
020 8397 2672
www.stphilips-chessington.org
office@stphilips-chessington.org
**Principal: Ben Walsh**

**Person Specification**

**Essential Skills & Experience**

- Experience working in a school or educational environment.
- Strong understanding of the SEND Code of Practice and EHCP processes.
- Excellent organisational and administrative skills.
- Ability to manage sensitive information with discretion.
- Confident communication with staff, parents, and external professionals.
- Strong IT skills, particularly in Microsoft Office, Excel and school MIS systems.
- Ability to meet deadlines and prioritise workload effectively.

**Desirable**

- Experience coordinating Annual Reviews.
- Knowledge of local authority SEND procedures.
- Training in SEND or Safeguarding.
- Experience supporting children with SEND in a school setting.

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**Key Attributes**

- Attention to detail
- Empathy and patience
- Professionalism
- Team player with a proactive approach

Flexible and adaptable