



PERSON SPECIFICATION

Qualifications/Work Experience:

- Good standard of education
- Ability to work as part of a team
- Awareness of and empathy with issues surrounding disability
- Experience of working in a health or disability setting
- Previous work with children and young people with special needs would be beneficial

Skill requirements:

- Empathy, patience, good listening, and communication skills
- Good planning and organisation skills
- Ability to work under own initiative and to maintain boundaries of role
- Good telephone manner
- Good computer (must be competent in Microsoft Word, Excel, and Outlook)
- Good verbal, written and numerical skills

General requirements:

- Hardworking person who has the ability to learn new tasks quickly
- Ability to work under pressure
- Ability to maintain absolute confidentiality at all times
- A committed person who works towards the aims of the Charity and from a conviction that the families SNAP serves are entitled to an outstanding service
- A person who is polite, honest, and reliable

Special Needs And Parents Ltd

Registered Charity No. 1077787

A Company Limited by Guarantee in England and Wales No. 3805837

Registered Office: The SNAP Centre • Pastoral Way • Warley • Brentwood • Essex • CM14 5WF