



KING'S OAK PRIMARY SCHOOL JOB DESCRIPTION

JOB TITLE: Inclusion Administrator

GRADE: Level 2

RESPONSIBLE TO: Deputy Head Teacher - Inclusion

JOB PURPOSE: To provide administrative support to Deputy Head Teacher – Inclusion and the SENCO.

Main duties and responsibilities:

1. Maintain and update all pupil SEN files on G2 to ensure the accurate recording and retrieval of information and assist the efficient running of the school.
2. Provide Administrative support to the Deputy Head Teacher – Inclusion and the SENCO as required ensuring well-presented and accurate information to maintain an efficient service
3. Provide a diverse range of administrative support as required to ensure the effective functioning of the Inclusion office.
4. Keep and maintain accurate paper and electronic copies of SEN files on all SEN students
5. General administrative duties, typing, answering departmental phones, post, arranging SEN diary and appointments for the Deputy Head Teacher – Inclusion and the SENCO.
6. Point of contact for all members of staff in the Inclusion team.
7. Prepare all referral paperwork as and when needed in a timely manner.
8. Take accurate minutes for all inclusion meetings and any other minute taking where appropriate, typing up observations, reports, and vulnerable meetings as required.
9. Any other duties within the capacity of the post holder as may be reasonably requested

Signed (Line Manager) Date

Signed (Post holder) Date



KING'S OAK PRIMARY SCHOOL PERSON SPECIFICATION

JOB TITLE: Inclusion Administrator

Attributes	Essential	Desirable
Education/ Qualifications	<p>GCSEs in English and Maths at grades A* - C or equivalent</p> <p>Evidence of on-going professional development</p> <p>First aid qualification or willingness to undertake</p>	A relevant qualification obtained from further education
Experience	Previous and recent experience of a wide range of clerical / administrative functions	Experience of working in a school environment
Skills/Knowledge/ Aptitude	<p>Effective IT Skills including Microsoft Office (Word and Excel)</p> <p>Ability to provide a high level of interpersonal and excellent communication skills with a wide range of audiences including pupils, staff, parents and external agencies, maintaining a professional manner at all times</p> <p>Ability to engage and work with young people, including those with SEN</p> <p>Good organisational skills</p> <p>Ability to work with autonomy within set boundaries</p> <p>Ability to cope with conflicting demands, deadlines and interruptions and handle difficult situations effectively</p> <p>Act with diplomacy, discretion and confidentiality</p>	<p>Experience of using management information systems in particular G2</p> <p>Experience of working with SEN children</p>

Motivation	Strong team player with the ability to support colleagues effectively A flexible approach during busy times of the academic year Interest in own personal development and willingness to undertake further training	
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