



JOB DESCRIPTION

School: FEDERATION OF WILSON PRIMARY SCHOOL AND OXFORD ROAD COMMUNITY SCHOOL	Department/Division: Education & Community Services
Post Reference No:	Location: Wilson Primary School
Job Title: Inclusion Administrator	Grade/Salary Range: RG4b sp 11-17

JOB PURPOSE

- To provide skilled secretarial and administrative support for the Federation Inclusion Manager and team.
This involves prioritising workload effectively under pressure, liaising with a range of professionals and coping with conflicting demands and interruptions in order to meet internally and externally imposed deadlines.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- To be responsible to the Inclusion Manager

MAIN DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- Provide comprehensive administration support to the Inclusion department including pupils on the SEN register, Safeguarding and Children Looked After, working as part of a team to support our most vulnerable children and families.
- Collating data and inputting on SIMS and other relevant systems.
- Manage all SEN and safeguarding related correspondence, liaising with outside agencies, parents and school colleagues over complex and sensitive matters.
- Monitor and maintain all systems used in the department, ensuring that data held is accurate and up to date.
- Ensure all statutory deadlines for submissions of data are met.
- Plan and gather documentation for annual reviews, liaising with all necessary staff and outside agencies.
- Maintain an up to date schedule of interventions.
- Provide administrative support for meetings by agreeing agendas, recording and typing minutes.
- Produce templates, forms and resources as directed by the Inclusion Manager and team.
- Review and maintain departmental manuals and handbooks to ensure copies are kept up to date.
- Daily use of email. Responsible for handling all emails received into the department and dealing with these accordingly.
- To carry out tasks as reasonably required by the Headteacher.

RESOURCES
<ul style="list-style-type: none">• Operate relevant equipment/IT packages• Undertake IT based skills e.g. email, Microsoft office applications.• In conjunction with School Secretary keep pupil records up to date in database (SIMS)
GENERAL RESPONSIBILITIES
<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Be aware of and support differences and ensure equal opportunities for all.• Contribute to the overall ethos/work/aims of the school.• Appreciate and support the role of other professionals.• Attend and participate in relevant meetings as required.• Participate in training and other learning activities and performance development as required.
GATEWAY

SCOPE OF JOB (Budgetary/Resource control, Impact)
<ul style="list-style-type: none">• Impact:

PERSON SPECIFICATION



School: WILSON PRIMARY SCHOOL	Education & Community Services
Job Title: SCHOOL ADMINISTRATOR	Post Reference No:

Qualifications/Education/Training:

National qualifications level 3+ or equivalent in numeracy and/or communication

Experience

Experience of working with vulnerable young people
 Successful experience of administrative work in a busy school environment or equivalent
 Working knowledge of general school policies and procedures

Knowledge, Skills and Abilities

Strong verbal & written communication skills
 Ability to carry out allocated tasks under the supervision of our SENCO lead
 Ability to work within set guidelines and respond to unexpected circumstances
 Ability to cope with exposure to emotionally demanding situations
 Ability to work effectively as part of a team or as an individual
 Ability to prioritise workloads and have excellent time management and organisational skills
 Ability to monitor, control and keep records according to the requirements of the school
 Excellent interpersonal and communication skills
 Ability to establish positive relationships with staff members at all levels and external agencies
 Be confident in the use of email and database programs

Personal Qualities

Punctual
 Approachable and empathetic
 Excellent attention to detail
 Quick to adapt and take on new initiatives
 Willing to undertake further training which may be required

Specific Working Requirements

Ability to cope with exposure to confidential and delicate information
 Able to take a whole school perspective on issues