

Inclusion Support Administrator

JOB DESCRIPTION

Hours:	20 hours per week
Grade:	NJC 8 – 13
Contract Type:	Permanent, 38 weeks term-time only plus two INSET days
Line Manager:	Head of Inclusion

Objectives of the role:

Under the guidance of the Head of Inclusion (HoI):

KEY DUTIES AND RESPONSIBILITIES

Attitude and Disposition

- Work flexibly and efficiently as part of a team and liaise with other team members, external professional and colleagues in other organisations
- Respect confidentiality
- Uphold standards of the setting at all times
- Always maintain a calm, positive and professional approach when dealing with visitors and telephone enquiries
- Team administrators should have good typing skills, can work with spreadsheets and be organised, work well under pressure and possess the ability to multi-task.

Administration, Organisation and Support

- Create reduced timetables, administer, review, report and renew them in line with policy ensuring they are accurate and up to date
- Store and provide for review reports from each Alternative Provision provider for each student to ensure accurate records are kept of student progress
- Support Head of Inclusion to create Funding requests and Business Case for approval for all funding
- Administer the Alternative Provision processes
- Administer the organisation of Free School Meals to those entitled when they are off site
- Work closely with colleagues to monitor the care of our vulnerable students making sure they are included and offered adaptations to all the extracurricular offers
- Communicate with parents via newsletter and website for students on the SEND Register and those who are vulnerable
- Support with the administration of Exam Access Arrangements including operating the system to conduct screening tests and arranging for students to attend their assessments

Resources

- Use Bromcom to access information about students or staff as required (e.g. timetables, contact details)
- Operate office equipment e.g. photocopier
- Google Drive, Mint Class and the internal drives

Responsibilities

- Undertaking training or invest time to become familiar with essential software and ICT systems used by the school
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

The above details are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably assigned to him/her by the Headteacher, a member of SLT or their Line Manager.

The job description may be reviewed at any time via consultation between the Governing Body and/or the Headteacher and the postholder as may be necessary and appropriate to the needs of school.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: Date: