

## ABINGDON LEARNING TRUST

### Inclusion Support Administrator

<b>Hours:</b>	20 hours per week
<b>Grade:</b>	NJC 8 – 13 (Full-time equivalent: £26,824-£29,064) Actual £12,241-£13,263
<b>Contract Type:</b>	Permanent, 38 weeks, term time only plus two INSET days
<b>Closing Date:</b>	Monday 5 January 2026 at 12 noon
<b>Interview Date:</b>	To be confirmed. Should a suitable candidate be identified before the closing date, the vacancy may be closed early
<b>Start date:</b>	As soon as possible after all safer recruitment checks

We are currently looking to appoint an Inclusion Support Administrator to provide administrative support to the Head of Inclusion and the Learning Support team. The successful candidate will have excellent administrative skills, be well organised, can prioritise their work and be able to work on their own initiative as well as part of a team. We are a friendly school that values teamwork and high achievement in all areas of work with young people.

The main duties will include:

- Creating reduced timetables in line with policy
- 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 cases 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
- Support with the administration of Exam Access Arrangements including operating the system to conduct screening tests and arranging for students to attend their assessments.

You will need:

- Good administrative and ICT skills
- Excellent interpersonal skills including a “can-do” attitude
- Be able to work as a team, yet use your own initiative
- Be resilient, flexible and demonstrate an ability to work in a busy environment
- Experience of working within an office environment

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***CVs alone are not acceptable.***