



# John Mason School

## Abingdon Learning Trust

Inclusion Support Administrator  
RECRUITMENT PACK

November 2025



John Mason School  
OPPORTUNITY | RESPECT | DETERMINATION

## About

# ABINGDON LEARNING TRUST

**At Abingdon Learning Trust, our vision is to nurture curiosity, ambition, resilience, and courage. We support a deep-rooted compassion for others and our world, enabling choices and opportunities for a happy and successful life. This vision encompasses every child, pupil, student and member of staff.**

**Why Work for Us?** At Abingdon Learning Trust, we believe that our people are our greatest asset. We are dedicated to creating an environment where every member of staff feels valued, supported, and inspired to achieve their best.

**A People-Centric Culture.** We are passionate about making a positive difference in the lives of children and young people. Our inclusive culture embraces equality and diversity, ensuring that everyone is treated with fairness, dignity and respect. You will be part of a community that values your unique contributions and supports your professional growth.

**Empowered Local Leadership.** We trust our local school governors and leaders to make the best decisions for their schools. This means you will have the autonomy to innovate and tailor your approach to meet the needs of your students and community. Each school within our Trust has its own unique ethos, yet we all share the same core values.

**A Long-Term Vision.** We are focused on preparing the next generation for the future. Our long-term view goes beyond immediate test and exam results, emphasising the development of skills and capabilities that will benefit our pupils throughout their lives. Join us in our mission to create a sustainable future with our net zero ambitions for 2035.

**Investment in the Future.** At Abingdon Learning Trust, we are committed to investing in our staff and our schools. You will be part of a forward-thinking organisation that values innovation and continuous improvement. Together, we can make a lasting impact on education and the wider community.

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** to be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



## JOB DETAILS

**POST OF:**

**AT:**

**SUMMARY OF ROLE:**

**COMMENCEMENT:**

**CONTRACT TYPE:**

**SALARY:**

Inclusion Support Administrator  
John Mason School

To provide a comprehensive administrative support service to the Head of Inclusion and Learning Support

As soon as possible after all safer recruitment checks

Permanent, 20 hours per week, term time only (38 weeks) plus two INSET days

NJC 8 -13 (Full-time equivalent: £26,824-£29,064. Actual: £12,241-£13,263

# Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Committee, I would like to thank you for your interest in working at John Mason School.

If you join the school, you will become part of a school community focused on continuing an improvement journey with the ambitious goal of improving the life chances of all the learners we serve and on living our values of opportunity, respect and determination.

As governors drawn from the local community, we are committed to challenging the school to be the best it can be and united in our support of the school's staff as they take improvement plans forward and help students achieve success.

We are proud of our school and its goals; encouraged by professional development programmes that support staff and governors; and excited by the possibilities that come from a strong partnership between students, parents, staff and colleagues across Abingdon Learning Trust. I hope that you too will be inspired by the opportunities that John Mason provides.

We look forward to receiving your application

Lynn Fathers  
Chair of Local Academy Committee



# Introduction to JOHN MASON SCHOOL

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. John Mason has a long history of opportunity-driven learning – at The Welsh Farm, on Duke of Edinburgh expeditions, on the sports field, or in the creative and performing arts. We know that our pupils learn more about themselves and each other when interacting in this way, growing resilience and confidence to take into the classroom.

The school is one of three comprehensives in the town and we work together, as part of the OX14 Partnership, and within our Trust family of schools. This gives us a local network of support in all that we do. We have a joint sixth form (JMF6) with Fitzharrys School, which is half a mile away, allowing us a broad and ambitious post-16 curriculum as well as opportunities for collaboration of teachers.

Across all year groups we offer a broad and balanced curriculum, which reflects our commitment to a well-rounded education that ensures visible success for all learners. We are committed to high quality teaching and learning which is supported by our developmental lesson observations, learning groups which are dedicated to persistent classroom problems and subject specific professional development. In addition to this, we offer a wide range of career pathways and welcome our staff to request external training.

We are committed to the well-being of our community, both staff and students. Our well-being team support a range of activities throughout the year including active challenges, free flu-jabs and the occasional bake off. We also have our very own well-being manager to support colleagues when needed. However, we know well-being is not just about cake, which is why we foster a supportive environment where professional development and collaborative working is key to success.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to learn themselves. This is at the heart of our community.



## DESCRIPTION

### 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.



## SPECIFICATION

	Essential (E) Desirable (D)
<b>Qualifications</b>	
Excellent numeracy/literacy skills – English and Maths GCSE Grade 4 and above (or equivalent)	E
Emergency First Aid qualification (First Aid at Work Level 3) or the willingness to train	D
Knowledge of computerised systems including Word and Excel	E
<b>Experience</b>	
Previous experience of working with children or young people	D
A strong understanding of how a secondary school works	D
Prior experience as an administrator or similar	E
Experience of working as a member of a team and on their own initiative	E
Experience of using School Data System (Bromcom or similar)	D
<b>Knowledge and Skills</b>	
Excellent verbal and written communication skills and ability to relate well to school staff, students, parents and external agencies	E
Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for students	E
<b>Personal Qualities and Attributes</b>	
Reliable, honest and trustworthy	E
Well organised with ability to multitask	E
Flexible team player	E
Positive and professional outlook with ability to remain calm when working under pressure	E
Courteous, kind, helpful attitude when dealing with parents, students and external agencies	E
Empathy with students who are facing difficulties	E
Ability to work with complete discretion	E
<b>Safeguarding</b>	
A commitment to safeguarding and promoting the welfare of children and young people	E
A commitment to equal opportunities	E





## Terms of APPOINTMENT

**The appointment will be made based on the National Joint Council's Support Staff pay and conditions.**

**The appointment is for January 2026 and is permanent, 20 hours per week, term time only (38 weeks) plus two INSET days.**

John Mason School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: <https://www.johnmason.oxon.sch.uk/our-school/policies/>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## Application Details

Closing date for completed applications is 12 noon on Monday 5 January 2026.

Applications should be completed online through our recruitment portal [My New Term](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Interviews to be confirmed.

**We look forward to receiving your application.**

### **Polite notice to Recruitment Agencies:**

Please be aware that we do not accept unsolicited applications or CVs from recruitment agencies. Any unsolicited information sent to us will not be considered, and we will not be liable for any fees related to such submissions.

