



JOB DESCRIPTION

JOB TITLE	Inclusion Administrator
DEPARTMENT	Inclusion and Learning Support
SECTION	Whole Forest Group
LINE MANAGER	Head of Learning Support (to 31 December 2026) Group Director of Inclusion (from 01 January 2027)

SAFEGUARDING

The Forest Group is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The Forest Group of Schools includes Snaresbrook Prep, Forest Prep and Forest Senior and Sixth Form, with over 1500 pupils. The Inclusion Administrator will work closely with the Director of Inclusion, SENCOs in each school and members of the Learning Support Departments to provide efficient administrative support which will ensure SEND pupils are learning most effectively.

KEY RESPONSIBILITIES:

SEND Systems and Compliance

- Maintain accurate and up-to-date SEND records, including the SEND register
- Ensure documentation meets statutory requirements, including EHCP processes and Annual Reviews
- Support the organisation and administration of SEND-related meetings
- Manage confidential information in line with safeguarding expectations
- Collate and organise all paperwork regarding EHCNAs, EHCPs, and Annual Reviews

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Communication and Coordination

- Act as a key point of contact for parents, carers, external agencies and partner schools
- Coordinate distribution of SEND information to staff, ensuring clarity and timeliness
- Support communication for new pupil intake at each entry point to the Forest Group of Schools
- Support with transition communication for pupils moving to other settings

Pupil Information and Provision

- Support the preparation and quality assurance of pupil learner information, such as Individual Support Plans and equivalents
- Maintain the provision mapping system
- Archive and manage records in line with data protection requirements
- Support with collation of admissions documentation and coordination of meetings with parents and parental enquiries
- Liaise with SENCOs at feeder schools to organise transfer of SEND information

Exam Access Arrangements

- Support the coordination of exam access arrangements, including assisting with the record keeping for internal and external exams
- Collate, organise and complete all relevant documentation for JCQ Inspection of GCSE/A Level Exam Access Arrangements in collaboration with the Learning Support teams
- Create and update Access Arrangements spreadsheets for internal mocks, summer exams and external exams

Team and Operational Support

- Support the organisation of the Learning Support teams
 - Maintain the daily Learning Support Registers
 - Coordinate pupil appointments with the Learning Support team and external agencies
 - Assist with administration of resources and ordering of new equipment
 - Support the teams in monitoring pupil progress and evaluating intervention impact
- Provide occasional cover in the Learning Support room when the team are deployed elsewhere in the school

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

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This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time, permanent
Working Hours	Term time hours: 08:00 - 17:00, Monday – Friday, with an additional four weeks to be worked during Forest School holidays. School holidays: 08:30 – 15:30.
Holiday Entitlement	Forest School holidays, excepting the four working weeks during holiday time as detailed above.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.