



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Administrator: Inclusion	Salary Grade:	C
Location:	Lode Heath School	Salary Range:	8 -14
Department:	SEN	Weeks:	39 per year
Responsible to:	Assistant Headteacher: Inclusion & SENCO Headteacher Governors	Hours:	37 per week

JOB PURPOSE

To support the Assistant Headteacher: Inclusion & SENCO and other staff in their inclusion work as they support identified children and their parents/ carers.

To assist the team in the administration of the Code of Practice and the department generally.

WORK PERFORMED

- Manage inboxes and calendars for the Inclusion Team (SEND, Disadvantaged, LAC, EAL and Young Carers)
- Answer telephone calls, take messages and responding appropriately
- Organise, update and maintain student records, paperwork, tracking systems and digital documents, ensuring accurate and secure record-keeping
- Complete referral forms and contribute to the completion of review paperwork (including SEND reviews)
- Produce and send communication to families/ carers to celebrate successes (phone calls, postcards, letters etc)
- Support the promotion of Inclusion successes through social media posts and updates
- Minute taking for meetings
- Prepare and maintain digital resources for student use
- Assist with transition processes for vulnerable learners
- Liaise with external agencies, post-16 providers and other educational establishments
- Monitor and track financial spend and process basic purchasing for the Inclusion team
- Support with display updates to showcase Inclusion work
- Supervise students when required
- Any other reasonable administrative tasks as directed

SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible for, or comes into contact with.

FINANCIAL RESPONSIBILITIES

N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES

To ensure safe and proper use of equipment including secure storage of confidential files

TRAINING AND DEVELOPMENT

The School is committed to personal and organisational development of the individual. The post holder will be expected to contribute to their own professional development and meet job related development needs as part of the appraisal process.

SPECIAL CONDITIONS OF EMPLOYMENT

- We operate a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any school workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [Recruitment Privacy Notice](#) .

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: Dec 2025