

Discovery Primary Academy – Person Specification Inclusion Administrator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Grade 5 or above at GCSE (or equivalent qualification in) English and Maths. 	<ul style="list-style-type: none"> • 5 or more GCSEs (or equivalent qualification) at Grade 5 or above. • An Administration Qualification • ELSA qualification
EXPERIENCE	<ul style="list-style-type: none"> • Ability to deal with individual parents. • Empathy with students • Able to work in a team 	<ul style="list-style-type: none"> • Ability to foster positive relations with parents and staff • Previous pastoral work • Previous work in a school • Experience of the Early Help process • Experience using the Liquid Logic online portal
SKILLS	<ul style="list-style-type: none"> • Good communication skills – parents, students, external agencies • Interest in student welfare • Good time management • Ability to prioritise • Ability to meet with parents. • Ability to liaise with the SENCO Inclusion lead and SLT 	<ul style="list-style-type: none"> • Ability to liaise with external agencies • Mentoring/counselling
KNOWLEDGE	<ul style="list-style-type: none"> • IT literate 	<ul style="list-style-type: none"> • Supporting children with SEND
DISPOSITION	<ul style="list-style-type: none"> • Team player • Sense of humour • Flexibility, Resilience • Enjoys a challenge • Perseverance • Understanding • Presence • Resolve 	<ul style="list-style-type: none"> • Using initiative

Discovery Primary Academy and the Four Cs Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.