

SEND & Inclusion Administrator

Information Pack
[November 2025]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website www.kingsdownschool.co.uk to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



Emma Leigh-Bennett
Headteacher

SEND & Inclusion Administrator

Role specific information

Start date:	As soon as possible
Closing date:	Monday 8 th December, 9.00am
Shortlisting date:	Monday 8 th December
Interview date:	To be confirmed
Contract:	Permanent
Working hours:	37 hours per week, term time only plus TD days
Working pattern:	Monday – Thursday 8:00am – 4:10pm, Friday 8:00am – 3:40pm, including 40 minutes unpaid break
Salary Range:	Actual salary £21,962 - £22,665 (FTE: £25,584 - £26,403)

Our SEND & Inclusion Administrator role:

We are looking to appoint a conscientious and enthusiastic person to join our Inclusion team. This is a vital role within the school as you will provide comprehensive administrative support to the SENDCo and the Inclusion Department, in order for it to run effectively and efficiently.

Good organisational skills, politeness and patience are essential as well as an ability to build good working relationships.

If you wish to arrange an informal chat or have further questions regarding the role please email recruitment@kingsdownschool.co.uk.

This role includes regulated activity relevant to children.

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes, including our Restless Teacher Programme that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

KINGSDOWN SCHOOL JOB DESCRIPTION		
Job Title: SEND and Inclusion Administrator	Grade: G5	Date Prepared: Oct 25
Role reports to (Job Title): SENDCo		
Job Purpose: <ul style="list-style-type: none"> To provide comprehensive support to the SENDCo and the school 		
Main Duties: <ol style="list-style-type: none"> Providing high quality administrative support to the department, including relevant communication, filing, dealing with queries etc. To ensure the MIS remains up to date regarding all relevant SEND information, particularly in line with CENSUS and other relevant data collection/monitoring deadlines. Preparing and processing all relevant paperwork for use within the SEND & Inclusion team and forwarding within expected timeframes as necessary. Booking outside agency clinics (Counsellor, TAMHS etc) and informing parents. Supporting the Inclusion team in the screening of student files and processing of standardised testing materials. To assist with other administrative tasks, as directed. Contribute to the overall ethos, work, aims of the SEND & Inclusion Department and the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events/evenings as requested. <p>This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.</p> <p><u>Other</u></p> <p>At all times carry out duties with due regard to the school's Health and Safety and all other relevant policies.</p>		

Signed Employee:

Date:

Signed Line Manager:

Date:

KINGSDOWN SCHOOL
www.kingsdownschool.co.uk
We champion each and every student

Person Specification – SEND & Inclusion Administrator

CRITERIA	ESSENTIAL	DESIRABLE
Professional qualifications, training and development	<ul style="list-style-type: none"> • 2 GCSE (A-C) inc English Language & Mathematics 	<ul style="list-style-type: none"> • Evidence of recent and relevant professional training and development
Relevant experience	<ul style="list-style-type: none"> • Experience in Administration 	<ul style="list-style-type: none"> • Previous experience in an educational setting
Abilities & Skills	<ul style="list-style-type: none"> • Interpersonal skills • Communication skills – staff and students • Problem solving • Organisation skills and attention to detail • Good IT skills • Good customer care skills 	
Personal qualities	<ul style="list-style-type: none"> • Able to work under pressure & deliver results within deadlines • Consistency of approach • Team player • Flexible & adaptable • To be a positive role model to staff and students • Problem solver 	<ul style="list-style-type: none"> • Ability to motivate others • Self starter • Innovative