

## Inclusion Support Administrator

### Person 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