



# Recruitment Pack

Inclusion Administrative Assistant

JULY 2026

Scale 4, Point 5-6

35 hrs/week, Term Time Only.

Actual salary £20,571 - £20,898

<https://mynewterm.com/jobs/16681/EDV-2026-IEMAT-81189>



Academic Excellence



Developing Character



Raising Aspiration



## Vision

To achieve academic excellence, develop character,  
and raise aspirations for all at **Castle Hall Academy**



**Academic  
Excellence**



**Develop  
Character**



**Raising  
Aspirations**

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## Key Drivers



**Heart**

Developing a  
**strong moral  
compass**



**Mind**

Developing our  
**capacity to  
think**



**Communication**

Communicating with  
**people and cultures  
outside of ourselves**

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## Mission

To become an academy  
**‘where hearts and minds connect’**



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At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Inclusion Team plays a vital role in ensuring every student feels safe, valued, supported and able to succeed. The team works closely with students, families, staff and external agencies to remove barriers to learning and ensure that vulnerable learners receive the support they need to thrive.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium. We have recently upgraded and modernised our Kitchen facilities.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Inclusion Administrative Assistant could be the job for you!



Paul Brook  
Headteacher



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# High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



## Characteristics of Exceptional Learners



### Reasoning

I ask questions about my learning and independently work things out for myself.



### Resilience

When things get challenging, I never give up and learn from my mistakes.



### Responsibility

I choose to do the right thing even when nobody is watching.



### Respect

My behaviour is exceptional. I show respect for all in my community.



### Reflection

I take every opportunity to review and develop my learning and behaviour.

**Work hard, be kind and follow staff instructions - everybody, everyday**



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## Job Description

### Post: Inclusion Administrative Assistant

#### Purpose

To work as part of the Inclusion Team to provide efficient, accurate and professional administrative support that enables the effective delivery of the academy's Inclusion provision. The postholder will contribute to ensuring that vulnerable students and their families receive timely support through the effective management of information, communication, record keeping and administrative systems.

#### Duties and Responsibilities

- Provide effective, flexible and responsive administrative support to the Inclusion Team.
- Maintain accurate and confidential records relating to safeguarding, child protection, SEND and student support.
- Support the administration of safeguarding systems, including maintaining records, monitoring actions and producing reports as directed.
- Maintain accurate chronologies, records and documentation to support Inclusion processes.
- Assist with the administration of referrals to external agencies and maintain appropriate records of correspondence and outcomes.
- Support the administration of Child Protection Conferences, Child in Need meetings, Early Help processes and other safeguarding-related meetings as required.
- Support the coordination of meetings relating to Inclusion, including arranging meetings, preparing documentation and distributing minutes where appropriate.
- Assist with the administration of Education, Health and Care Plans (EHCPs), annual reviews and SEND documentation.
- Produce, collate and distribute reports, letters, documentation and communications relating to inclusion services.
- Prepare reports and information for internal monitoring, external agencies and statutory returns as required.
- Maintain accurate student records on academy management systems and relevant safeguarding and SEND platforms.
- Support the monitoring and tracking of vulnerable student groups as directed by Inclusion Leaders.
- Liaise professionally with students, parents, carers, staff and external agencies to ensure effective communication and support.
- Contribute to developing and maintaining efficient administrative systems to support inclusion practices and statutory responsibilities.
- Ensure that all information is handled in accordance with GDPR, confidentiality requirements and safeguarding procedures.
- Participate fully in the academy appraisal process and contribute to academy improvement priorities.
- Attend meetings and training as directed.
- Consistently implement all academy policies and procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties commensurate with the grade of the post as requested by the Headteacher or Inclusion Leader.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***



## Person Specification

### Post: Inclusion Administrative Assistant

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including GCSE English and Mathematics (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant administrative or business qualification.</li> <li>• Relevant safeguarding, SEND or attendance training.</li> <li>• First Aid qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven.</li> <li>• Strong ICT skills.</li> <li>• Experience of working within a busy administrative environment.</li> <li>• Experience of maintaining accurate records and databases.</li> <li>• Experience of handling confidential and sensitive information.</li> <li>• Experience of working successfully as part of a team.</li> <li>• Experience of communicating effectively with a range of stakeholders, including parents and external agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school setting.</li> <li>• Experience of working within SEND, safeguarding, attendance, pastoral or wider inclusion services.</li> <li>• Experience of using school MIS systems such as Bromcom.</li> <li>• Experience of using safeguarding platforms such as CPOMS.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy.</li> <li>• Excellent organisational and administrative skills.</li> <li>• Ability to maintain confidentiality and exercise discretion at all times.</li> <li>• Strong attention to detail and accuracy.</li> <li>• Ability to prioritise competing demands and meet deadlines.</li> <li>• Confident use of Microsoft Office applications and digital systems.</li> <li>• Ability to communicate effectively, professionally and sensitively with students, families and external agencies.</li> <li>• Understanding of safeguarding responsibilities, confidentiality requirements and data protection principles within an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND processes and statutory requirements.</li> <li>• Knowledge of school safeguarding procedures.</li> <li>• Understanding of attendance processes within schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Compassionate and child-centred approach.</li> <li>• Commitment to improving outcomes for vulnerable students.</li> <li>• Emotional resilience and ability to maintain professional boundaries.</li> <li>• Ability to remain calm and professional when dealing with sensitive situations.</li> <li>• High levels of integrity and discretion.</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop own understanding and capability through advice and training</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>





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