



JOB DESCRIPTION

Inclusion Administrator

Grade

Grade 4, spinal points 7 to 11

Purpose

To provide efficient, effective and confidential administrative support to the SENCO, Special Educational Needs Department and wider Inclusion Team.

Staff Responsibilities

No line management responsibility. Staff group: not applicable.

Deployment

Deployment expectations: fixed-site.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Provide a full range of efficient, effective and confidential administrative support to the SENCO, Special Educational Needs Department and wider Inclusion Team; support the preparation, administration and distribution of Education, Health and Care Plan annual review documentation; maintain accurate SEN records, professional reports and related information on Bromcom and Provision Map; support communication with teachers, parents, carers, appropriate colleagues and external agencies; provide administrative support for inclusion interventions, meetings, training arrangements, requisitions and orders.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and



JOB DESCRIPTION

carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. Legacy relationship detail includes teachers, support colleagues, parents and carers, Wokingham Borough Council SEN Team, Brighter Futures for Children SEN Team and other external agencies.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Provide a full range of administrative support, including confidential administrative support, to the SENCO and Special Educational Needs Department.
- Prepare paperwork and complete administrative work required for annual reviews for students with an Education, Health and Care Plan.
- Distribute annual review paperwork to teachers, parents and outside agencies.
- Support the Special Educational Needs Department and wider Inclusion Team through accurate administration that enables effective coordination of provision for students to support inclusive learning and student outcomes.

Assessment

- Update Bromcom and Provision Map with SEN information, professional reports and related records.
- Run and manipulate reports using Bromcom and Provision Map.
- Maintain accurate record keeping and filing for SEN and inclusion-related documentation.
- Support the availability of accurate information for annual reviews, interventions and meetings.

Behaviour Management and Student Wellbeing

- Provide administrative support for the Inclusion Team, including confidential matters.



JOB DESCRIPTION

- Prepare key letters and documents on behalf of the Inclusion Team.
- Communicate relevant information to teachers and appropriate colleagues.
- Provide administrative support for interventions and meetings.

Pastoral and Inclusion

- Schedule annual review meetings.
- Take minutes of annual reviews and other meetings.
- Liaise with the Designated Safeguarding Lead to organise and book relevant training courses.
- Support communication with parents, carers, external agencies and appropriate colleagues in relation to SEN and inclusion administration.

Trust Culture

- Work with reliability, tact, diplomacy, confidentiality and sensitivity when handling information and supporting colleagues, parents, carers and external agencies.
- Contribute to effective communication across the Special Educational Needs Department, wider Inclusion Team and relevant stakeholders.
- Support a professional and confidential administrative service that reflects Maiden Erlegh Trust expectations.

Other

- Undertake photocopying as required.
- Raise requisitions and organise orders on the finance system.
- Undertake general administrative duties required by the SENCO, Special Educational Needs Department and wider Inclusion Team.
- Carry out other duties consistent with the grade and purpose of the role as reasonably required.

Other requirements and responsibilities

- Level of DBS required: Enhanced with Children's Barring List.
- All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All leadership roles will require a Section 128 check.



MAIDEN ERLEGH
SCHOOL

JOB DESCRIPTION

- The postholder must ensure awareness of local safeguarding policies and procedures and report any concerns or information received as required.
- Maiden Erleigh Trust retains the right to implement changes in job descriptions to reflect changes in the demands of the post. Where this is necessary, this will be done in consultation with the postholder.