



## JOB DESCRIPTION

**Title of Post:** Inclusion Administration Manager (non-teaching)

**Status:** Full time 36.5 hours per week, term time only

Monday 8.15 am – 4.00 pm (30 minutes lunch)

Tues – Thursday 8.15 am – 4.15 pm (30 minutes lunch)

Friday 8.15am – 3.30pm (30 minutes lunch)

**Responsible to:** Inclusion Manager

**Salary:** Grade 3 £19,238 to £24,717 per annum, pro rata  
**Actual Salary £16,818 - £21,608**

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### Introduction to the Post

This is a permanent, full-time, term time post. It is payable on the Grade 3, according to qualifications and experience.

### Job purpose

To lead and manage the administrative requirements of the Inclusion team, to support the learning of students with additional educational needs.

### Duties and responsibilities

- Provide support for an extensive range of meetings. This will include preparing agendas, pre-meeting briefings and meeting papers, noting action points and following them up.
- Line manage a team of Teaching Assistants, carrying out performance management meetings and reviews and updating Bluesky Education as per the staff performance review cycle.
- Work flexibly with all other members of the Inclusion team to ensure a coherent approach to Inclusion takes place within the school.
- Undertake the administration of all EHCP review and Inclusion meetings, including taking minutes, completion of review meeting pro formas and circulation of any necessary reports and documents for all parties.
- Maintain SEND documents and policies for distribution and update regularly on PBcommunity.
- Liaise with staff to collect feedback and ensure timely reporting of Annual Review/EHCP documentation.
- Ensure all access arrangements are applied for and maintain the evidence documents to support this.
- Maintain exams access schedule according to instructions of Inclusion Leader and QTVI.
- Be the frontline interface with parents and professionals for Inclusion department.

- Provide support for SEND/VI pupils in order to access appropriate equipment, according to need.
- Manage the process of renewing and updating Student profiles in consultation with Inclusion Leader/QTVI.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies: *telephone/reception acting as first point of call for the Inclusion Team, SEND filing and draft reply to letters.*
- Understand and ensure that statutory arrangements for students with SEND are administrated effectively and that all parties involved have the necessary information, including the efficient upkeep of student files, management of timelines.
- Assist the Inclusion Leader in providing efficient information systems for all staff with regard to special educational needs within the School including responsibility for ensuring SIMS is updated regularly with SEND student information.
- Input, retrieve and analyse information using the SIMs system.
- Contribute to the induction of all new Teaching Assistants to disseminate good practice.
- Ensure that Teaching Assistants' timetables are maintained in liaison with Inclusion Leader/QTVI.
- Liaise with the Examination Manager, regarding TA support and technology required for access arrangements.
- Update and maintain the provision map of all inclusion support according to the instructions of Inclusion Leader.
- Liaise with feeder schools and other relevant bodies to gather pupil information for new pupils.

This Job Description is current at **November 2016**, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

**Note:** If you have not heard from the school within 2 weeks of the closing date, please assume that you have been unsuccessful in your application.

**Closing Date: 12.00noon, Friday 2nd December 2016**

All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

***The school is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.***

## PERSON SPECIFICATION

**Title of Post:** Inclusion Administration Manager

Attributes	Essential	Desirable	Assessed
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>At least 2 years' experience of working in an office environment, preferably within an educational setting</li> <li>Experience of use of office based IT systems</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in as an administrator in a School/Academy</li> <li>Knowledge and experience of using SIMs</li> <li>Knowledge of SEN/Inclusion practices and procedures</li> <li>Experience of managing a team</li> </ul>	AF/I  AF  AF  AF
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes.</li> <li>Ability to communicate with a wide range of audiences, including parents.</li> <li>Good organisational skills and efficient working practices</li> <li>Good ICT skills– Microsoft Office with particular expertise in spreadsheets and databases</li> <li>Ability to cope with conflicting demands, deadlines and interruptions</li> </ul>		I  I  AF/I  AF/I  AF/I
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Confidence, authority and excellent interpersonal skills</li> <li>Initiative and self-motivation</li> <li>Innovative approach to problem solving</li> <li>Effective time management skills</li> <li>Ability to deal with sensitive information with discretion and to maintain confidentiality at all times</li> <li>Creativity and ability to think laterally</li> <li>A 'can do' approach and positive outlook</li> <li>Be optimistic, enthusiastic and generous of spirit</li> <li>Have a sense of proportion and humour</li> <li>Be committed to safeguarding and promoting the welfare of children and young people</li> </ul>		I  I  I  I AF  I  I  I  I  I
<b>Qualifications</b>	5 + A* - C grades at GCSE (or equivalent) including Maths and English.	A Level (or higher) qualifications  Level 2 Teaching Assistant or equivalent	AF  AF