



JOB DESCRIPTION	
Post title:	Inclusion and Admin Assistant
Reporting to:	School Business Leader
Salary/Grade:	Scale 4
Working Time:	35 hours Term Time Only
Responsible For:	No line Management responsibilities
	<p>PURPOSE OF THE JOB To work as part of the inclusion and administrative team supporting the school in achieving its vision and objectives by providing administrative support and reception duties. To contribute to the successful management and day to day efficiency of the school.</p>
	<p>Knowledge and Understanding Demonstrate an understanding of the purpose of primary education and knowledge of priorities and deadlines in schools.</p> <p>An understanding of the responsibilities of senior leaders and teaching staff in schools.</p> <p>An understanding of the importance of confidentiality and safeguarding.</p>
	<p>Main Duties Establishing and maintaining positive relationships with parents, visitors and outside agencies face to face, by phone and electronically.</p> <p>Welcoming and offering hospitality to school visitors including the ordering and organising of refreshments for meetings as necessary.</p> <p>Opening, distributing, filing and passing on confidential inclusion team/child protection/SEN mail.</p> <p>Filing and photocopying, including documents of a strictly confidential nature managing and maintaining the school electronic diary.</p> <p>Maintaining inclusion team records including child protection records.</p> <p>Writing letters and reports (e.g. for child protection and SEN meetings).</p> <p>Take detailed and accurate minutes of confidential meetings including specialist disciplines (e.g. for child protection and SEN meetings).</p> <p>Liaising with all members of school staff.</p> <p>Liaising with outside agencies and professionals about matters of child welfare and SEN, including transport.</p> <p>Liaising with business partners.</p>

	<p>Communicating with staff, parents and other agencies via letter, email, text and website, including giving advice about services and SEN procedures and signposting to other agencies.</p> <p>Maintenance and upkeep of rooms used by the inclusion team and preparation of rooms for meetings</p> <p>Carry out reception duties and front-line enquiries from parents, visitors, outside agencies face to face, by phone and electronically.</p> <p>Booking of supply staff.</p> <p>Prepare weekly registers for afterschool childcare and breakfast club and responding to applications for a place in this provision.</p> <p>Keeping track of afterschool childcare and breakfast club debt, sending out appropriate letters and reporting to the School Business Leader as necessary.</p> <p>Collecting dinner money, completing dinner registers and liaising with kitchen staff.</p> <p>Preparing and sending educational visit letters for teaching and learning support staff, collecting contributions and maintaining paperwork.</p> <p>Liaising with school kitchen, TfL, educational visits venues.</p> <p>Keeping track of personal absences/vulnerable children and reporting back to Inclusion Team within a defined timescale.</p> <p>Maintenance and upkeep of entrance of school to create a good first impression.</p>
	<p>Other Duties and Responsibilities</p> <p>Provide effective administrative and secretarial support to the office/business managers and all members of the inclusion team.</p> <p>Promote and maintain positive relationships with pupils, staff, governors, parents, and external agencies and professionals in order to promote inclusion and the overall objectives of the school.</p> <p>To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.</p> <p>Any other duties as directed by the Senior Admin Officer, School Business Leader, Assistant Head for Inclusion or Headteacher relevant to the post.</p>
	<p>Professional Characteristics</p> <p>Commitment to the well-being and progress of all pupils in school</p> <p>Commitment to excellent inclusive practice.</p> <p>Trustworthy and reliable</p> <p>A clear understanding of confidentiality</p> <p>Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes</p> <p>Use of initiative and excellent time management/prioritisation skills</p>
	<p>Equal Opportunities/ Safeguarding Statement</p>

	<p>To ensure equality of opportunity for all and to oppose strongly any form of discrimination.</p> <p>Arnhem Wharf Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.</p>
	<p>Organisational Details Take part in the corporate life of the school, such as attending special events and celebrations</p> <p>Participate in the performance management process.</p>
	<p>Performance Measures Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the schools performance management cycle.</p>

The above description was agreed on (Date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

Signed by (postholder)