

JOB DESCRIPTION

Post Title: Inclusion Administration Officer	Director/Service/Sector: Schools		Office Use
Grade: Band 3	Workplace: Coquet Community School		JE ref: HRMS ref: S1345
Responsible to: Deputy Headteacher	Date: September 2026	Manager Level:	
Job Purpose: Support the achievement of the school aims to maintain all students in mainstream education by providing professional and effective administrative support to all areas of Inclusion.			
Resources	Staff	None	
	Finance	Maintain financial records in relation to SEN funding	
	Physical	Handling and processing sensitive and confidential information. Responsible for managing the Child Protection filing system and ensuring the secure transfer of information. Accuracy and Security of Child Protection and SEN Databases	
	Clients	Internal; teachers, other staff, students, governors. External; parents, local authority representatives, outside agencies.	
Duties and key result areas:			
1. Work as part of the Pastoral and SEN team (Inclusion Team) to support the effective delivery of SEN support and pastoral care. 2. Undertake all administrative and clerical tasks for the SEND Team including word processing, copying, producing reports, drafting correspondence. 3. Provide administrative and clerical support through Bromcom to the Deputy Headteacher in relation to inclusion matters as directed. 4. Arrange multi-agency meetings, as directed. 5. Responsible for tracking and collating weekly reports from Alternative Provision, where appropriate, and highlighting issues to the Deputy Headteacher 6. Collate and submit all relevant paperwork for applications for access arrangements from Examination Awarding Bodies, if required. 7. Maintain the SEN register and costed provision management database, if required. 8. Manage manual and computer records e.g. pupils' data 9. Organise, attend and minute statutory annual reviews and, when required, other statutory meetings. 10. Seek and collate information from those involved with SEN students, including parents, staff and external agencies as directed. 11. Manage the recording and dispatch of all SEND referrals to external agencies. 12. Compile data and reports to support applications for SEN funding as directed 13. Manage the SEND and safeguarding filing system, transfer of files and archiving 14. Undertake training relevant to the post. 15. Assist with other duties consistent with the nature, level and grade of the post, including administering medication when required. 16. Undertake all appropriate clerical tasks relating to child protection, attendance and safeguarding, including word processing, copying, producing reports, drafting correspondence, under the direction of the Deputy Headteacher. 17. To carry out administrative tasks associated with requests for authorised leave. 18. Administer paperwork relating to Looked After Children (LAC) as directed by the Deputy Headteacher. 19. Administer paperwork relating to EAL students as directed by the SENDCO.			

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal office hours.
Working conditions:	Normally indoors.

PERSON SPECIFICATION

Post Title: Inclusion Administration Officer		Director/Service/Sector: James Calvert Spence College		Ref:
Essential		Desirable		Assess by
Knowledge and Qualifications				
NVQ 3 or equivalent qualification or experience in a relevant discipline Level 2 Word Processing Good numeracy and literacy skills Effective speaking and listening skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation and regulations in relation to SEN, Child Protection and/or Safeguarding				
Experience				
Experience of providing admin support in one or more of the following areas: Inclusion, SEN, Child Protection, Behaviour Management, Safeguarding. Experience of working in a school or educational environment Experience of an IT based administration system Experience of using ICT systems to maintain records and produce documents				
Skills and competencies				
Practical knowledge of relevant policies/codes of practice and awareness of relevant legislation and regulations in relation to SEN, Child Protection and/or safeguarding. Good interpersonal skills with the ability to relate to children and adults. Ability to form appropriate relationships quickly. Ability to work as a member of a team. Ability to follow instructions and procedures independently. Ability to organise own workload and work under pressure. Ability to use initiative to achieve deadlines and resolve conflicting priorities. A methodical and systematic approach to tasks. Ability to maintain a high degree of confidentiality and use discretion in dealing with sensitive information. Ability to use IT effectively Excellent keyboard skills				
Physical, mental and emotional demands				
Normally works in a seated position with some standing, walking, stretching, carrying and lifting.				

Considerable pressure from deadlines, interruptions and conflicting demands. Regularly in contact with students, parents/guardians where the subject matter is highly emotive which places emotional demands on the postholder, occasionally significant in nature. Exposure to some disagreeable, unpleasant or hazardous conditions		
Other		
Reliable and keeps good time. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work Appropriately follows instructions to achieve set objectives Works collaboratively to achieve team spirit Adapts to change by adopting a flexible and cooperative attitude Willingness to participate in training and development		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits