

Inclusion Admin Officer

Permanent, 20 hours per week, term time plus 5 days

Band 3: £11,934 - £12,123

Be Kind. Work Hard. Aim High

We require an Inclusion Admin Officer to join our SEND and Pastoral Team (Inclusion Team) at Coquet Community School (previously James Calvert Spence College).

The Inclusion Admin Officer is an exciting role which provides admin support for the school's Inclusion Team. You will have the privilege of working with some of our young people and their families to provide the right support to ensure our pupils reach their potential.

The successful candidate will work alongside a wide range of staff within our Inclusion Team including our SENDCO and Attendance Lead. The role will involve the maintenance and completion of statutory documentation, supporting the Attendance Lead with the accurate recording and monitoring of attendance data, liaising with parents, carers and external professionals, minuting meetings and managing confidential information.

You will need to be an effective administrator who can multitask and respond to ad hoc requests quickly. You will need to operate as part of a team and work sensitively to understand the needs of our pupils and their families. This role requires excellent IT skills to meet the diverse demands of the role. If this sounds like you, we would love to hear from you.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk.

We are committed to equal opportunities as well as safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our [Safeguarding and Child Protection Policy](#) online. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? Completed forms should be submitted to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk.

The closing date for applications is 09:00 on Monday 7 September 2026.

Interviews will take place during w/c 7 September 2026.