



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL
Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Inclusion Administration Assistant

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Inclusion Administration Assistant.

Our administrative team provide essential support services for our staff and students. The department enable school processes to operate seamlessly, from finance, general administration, data management, examination administration, admissions, attendance, school communications and student support. This role is based in the Inclusion Department and the role is to provide administrative support for this busy team.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher



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Title of Post:	Inclusion Department Administration Assistant
Salary:	SCP 7-10, 32.5 hours per week, 39 weeks per year, actual £22,295.64 -£23,271.12
Commencement:	January 2025
Contract:	32.5 hours per week -
Weeks per Year:	Term time including INSET days

We are looking to appoint an Inclusion Administration Assistant. We need a enthusiastic and organised person to join our team. They will provide daily administration assistance and reception support. Administration experience, or experience of working in a large secondary school would be an advantage.

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, Amanda Leonard at leonarda@mhchs.org.uk or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 9am, Tuesday 7th January 2025

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

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Contract:	32.5 hours per week
Weeks per Year:	Term time including INSET days
Purpose:	To provide seamless administrative support to our school community
Reporting to:	SENCO

Job Description:

- To support the SENCO and SEN Department by providing administrative support for the SEN team.
- To ensure all the information about SEN students is organised, accurate and available for school staff.
- To oversee the cycle of SEN meetings and ensure that the statutory deadlines are met in conjunction with the SENCO.
- To be the first point of contact in the SEN department for phone calls from parents and outside agencies.
- To type up the SEN register as directed by the SENCO. To update this as changes occur throughout the year.
- To type the SEN profiles for students with additional needs.
- To manage the cycle of Annual Review meetings, booking rooms, setting up templates for reports and co-ordinating the administration of this process.
- To type letters for the SENCO and Deputy SENCO.
- To carry out photocopying for the SEN Department, in particular for letters home and copying required for Annual Review meetings.
- To liaise with teachers in order that they receive templates for Annual review reports.
- To send out Annual Review packs to all invitees.
- To phone parents to arrange meetings and to send reminders.
- To manage the Access Arrangements grid as directed by the SENCO.
- To organise the Exam Arrangements files and send out teacher reports, collating them into exam files on their return.
- To answer the phone throughout the day in the SEN department and take messages for the SENCO and SEN team.
- To organise the SEN folders on the G and T drive and upload information as directed by the SENCO.
- To write to the local authorities of our SEN students providing budget information and sending them Annual Review paperwork.
- To check budget information sent to school by the Local Authority in conjunction with the SENCO.

SEN Department Administration Assistant



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- To take minutes for Annual Reviews when needed.
- Additional administrative duties as required by the SENCO.

Administration

Knowledge, Experience and Skills

Essential:

Good knowledge of Microsoft office.

Great organisational skills.

A professional telephone manner.

Good note taking skills.

A calm demeanour when communicating with staff and parents.

A logical, problem solving approach.

Creativity in thinking about new ways to improve administration within the department and the confidence to share that with the team.

Flexibility and the ability to multi-task

Desirable:

- Previous experience of using SIMS
- Previous experience of working within a similar role
- Previous experience of working within a school setting

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.



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