

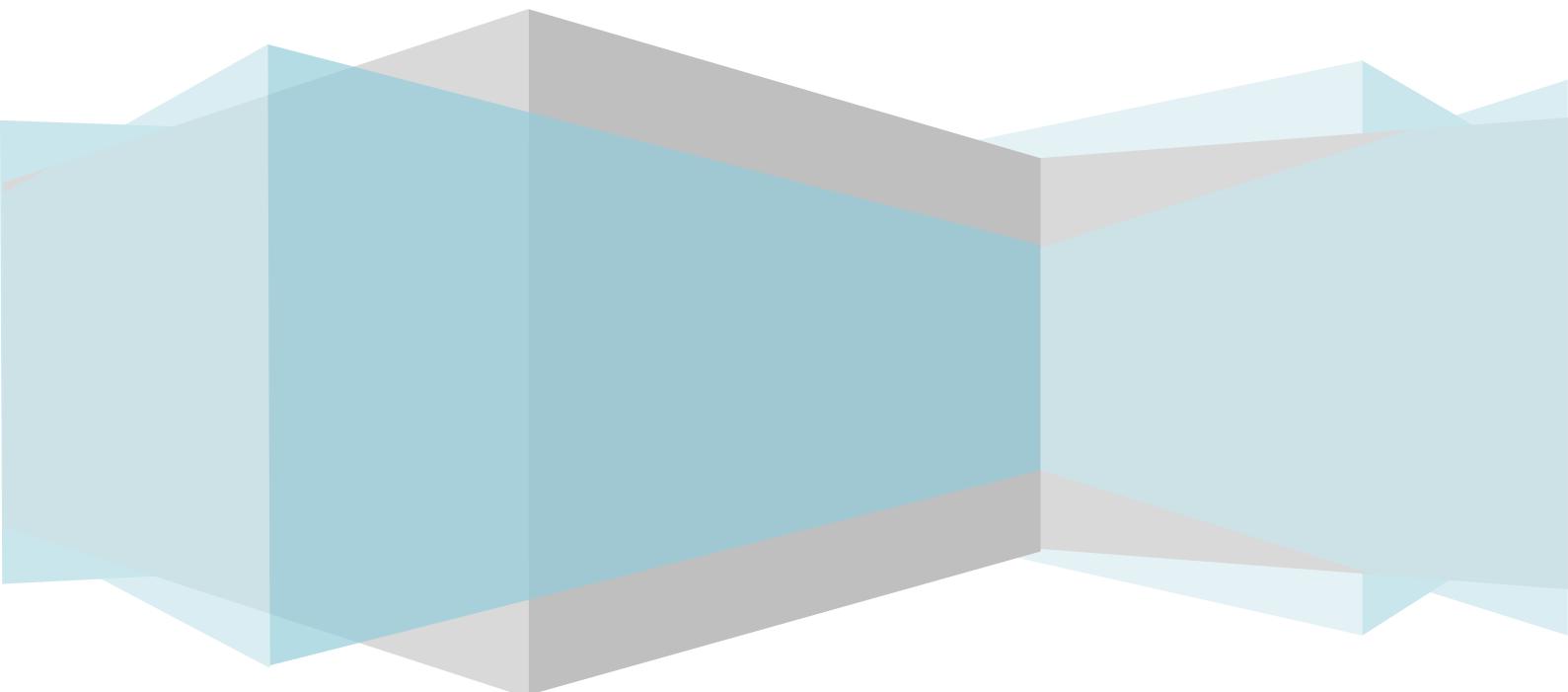
Rye College, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

**Inclusion Administration Assistant**

Required: ASAP



# Inclusion Administration Assistant

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We are seeking to appoint an Inclusion Administration Assistant to join our highly motivated team at an exciting time in our growth to help ensure there is a consistent and relentless focus on developing and providing Inclusion support for colleagues to further our culture of high standards of personal discipline, expectations, aspirations and ambition.

## **Our ideal candidate will:**

- Have experience or interest in working in an educational setting,
- Have an interest in working with young people.
- Can multi-task under pressure and juggle many tasks at once.
- Have excellent organisational skills with the ability to effectively prioritise workload.
- Pay attention to detail, pick up on oversights and rectify problems before they arise.
- Act with discretion, handling extremely confidential information.
- Demonstrate a willingness to become involved in the life of the organisation.
- Be enthusiastic, energetic and open to innovation.
- Have integrity, optimism and a good sense of humour.
- Possess effective communication skills and be emotionally intelligent.
- Experience using Management Information Systems (e.g. Arbor)
- Proven experience with ICT packages (MS Word, Excel, Outlook, and databases)
- Have good communication skills with the ability to work as part of a team; and
- Be dedicated and flexible, with commitment to continual improvement.
- It is essential for you to have experience in a busy administrative or customer facing role.

## **In return, we offer:**

- A workplace that is future focused with potential for professional growth as we improve.
- A skilled and experienced team of forward-thinking professionals.
- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A motivated leadership team leading rapid improvement to the students' life chances.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

# The Application Process and Timetable

## Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **2<sup>nd</sup> March 2026**  
*We reserve the right to close this advertisement at any time*

## Short Listing

The candidates selected for interviews will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

## Interviews

Candidates will be invited for interview.

- Interviews: **To be confirmed**

## Appointment

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

Please send your application by email to [Aquinas.recruitment@aquinastrust.org](mailto:Aquinas.recruitment@aquinastrust.org).

Alternatively, submit your application to Martina Webb - HR Officer, Rye College, The Grove, Rye, TN31 7NQ; [mwebb@ryecollege.co.uk](mailto:mwebb@ryecollege.co.uk)

Shortlisted candidates will be asked to submit appropriate identification. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye College is committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference and build upon our most recent OFSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instill a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global marketplace but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward to receiving your completed application.

With thanks,



Dom Downes  
Headteacher



## Job Description

<b>JOB TITLE:</b>	Inclusion Administrative Assistant
<b>GRADE:</b>	ESCC Single Status 6 Point 14
<b>HOURS:</b>	18.5 hours per week, (ideally across 3 days)
<b>WEEKS:</b>	39 weeks per year (term time plus 1 weeks)
<b>PRO RATA SALARY:</b>	Pro Rata Salary: £11,782.04 p.a. (Full Time: £26,826.00 p.a.)
<b>RESPONSIBLE TO:</b>	SENDCo

### Main purpose of the job

This role will ensure there is a consistent and relentless focus on developing and providing Inclusion support for colleagues to further our culture of high standards of personal discipline, expectations, aspirations and ambition. This role which will involve working with a range of colleagues in the Rye Academies, pupils and students from all year groups and outside agencies.

### Specific duties and responsibilities

- Provide administrative support to the SENDCo (e.g. Arranging parental meetings for SEN students, taking notes for these meetings, placing them in MIS, communications with parents via phone calls, letters and emails, proof reading and completion of standard forms).
- Assisting the SENDCo with the assessment of students in relation to recording interventions and exam concessions.
- Oversee and audit SEN student school files and MIS student data. Liaising with staff to collect and collate data prior to updating.
- Extract EHCP outcomes and add to school based Annual Review forms. Assist in Annual reviews by carrying out pupil views and circulating parent view forms.
- Input data into the MIS, create and update reports.
- Liaise with teaching colleagues to collect progress data and populate draft referrals, reviews and Additional Needs Plans (ANP), Circulate draft referrals to SENDCo and SEND team and update as necessary.
- Monitor dates for reviews of Additional Needs Plans and inform SEND team of deadlines to update.
- Monitor emails and allocate parent queries for response. Follow up and ensure response recoding on Arbor.
- Raise purchase orders for items identified by the SENDCo as requested.
- Provide administrative support to staff with medical responsibility around reviewing medical plans (e.g. Arranging parental meetings for medical students, taking notes for these meetings, placing them in MIS, communications with parents via phone calls, letters and emails, proof reading and completion of standard forms).
- Provide first aid and administer medications as part of the first aid team.
- Raise purchase orders for items identified by the staff with medical responsibility as requested.
- Provide administrative support to SEND Cognition role (e.g. Arranging rooms for testing, entering and maintaining data on GL Assessment, and running reports as required).
- Any other duties as directed.



## **Other**

- Participate fully in the appraisal and accountability systems of the college and trust.

## **General Support:**

- Report student and College issues in line with the College's policies for safeguarding, health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be aware of and act in line with college's policies and procedures as outlined in the Employees Handbook.
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required.
- Handle all confidential correspondence and matters with discretion at all times.

## ***General***

- Maintain a high level of discretion and confidentiality.
- Provide friendly, helpful and proactive support.
- Ensure all queries are turned around or passed on to the appropriate individual swiftly and effectively.
- Maintain good time management and be able to prioritise tasks.
- Possess good communications skills.
- Possess a friendly and helpful demeanour.

## ***Resources***

- Create and maintain a working area that is a pleasant, tidy and well-organised working environment.
- Ensure that equipment and other resources are properly cared for.
- Take care of equipment and furniture with any damage or defects to fabric or equipment are reported as appropriate.
- Operate relevant equipment/ICT packages (e.g. MS Office, Arbor)
- Provide specialist advice and guidance as required

## ***Other***

- Show the ability to get things done correctly and on time.
- Enjoy the presence of young people.
- Impress those around you with a sense of purpose and commitment to the school and team.
- Show a knowledge of health and safety in the workplace.
- Possess a knowledge of equal opportunities.
- Demonstrate a sense of humour.

## ***Special Conditions***

- Be well-presented and of smart professional appearance.
- Be responsive to various changing and often conflicting demands.
- Demonstrate diplomacy, tact and discretion.



- Show willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
- Respect the confidentiality of information handled and observe the principles of the Data Protection Act.
- Be willing to undertake future relevant training.

## Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

### Inclusion Administration Assistant

<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Experience handling confidential information in line with GDPR.</li><li>• Accuracy and attention to detail in record keeping and documentation.</li><li>• Flexible approach and willingness to respond to changing priorities.</li><li>• An ability to work collaboratively within team, and on own initiative, with the enthusiasm to continually improve and develop our student experience.</li><li>• Excellent interpersonal, verbal and written communication skills.</li><li>• Technically competent and experienced in using Management Information Systems (e.g. Arbor).</li></ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• Good general education (GCSE English and Maths Grade 4/C or equivalent)</li><li>• Evidence of continuous professional development.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working in a busy administrative or customer facing role.</li></ul>



	<ul style="list-style-type: none"><li>• Proven experience with ICT packages (MS word, Excel, Outlook and databases)</li><li>• Experience of working on projects to strict deadlines.</li><li>• Previous experience in a school office, specifically supporting Special Education Needs (SEN) or inclusion departments would be an advantage.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Able to work flexibly and cope with the ambiguity of an organisation going through significant change.</li><li>• Self-motivated, pro-active approach, with the ability to influence others and work effectively as a member of the team.</li><li>• Present a professional image and approach, acting as an ambassador for the schools at all times.</li><li>• Self-confident, self-aware and a personal drive and resilience to achieve results and to continuously improve the delivery of the service, challenging behaviours and/or decisions where necessary.</li></ul>



## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	