JOB DESCRIPTION

JOB TITLE: Inclusion Administrator

Purpose:	To provide administrative support for Inclusion provision and the Inclusion Team
Reporting to:	Assistant Head teacher- Inclusion Lead
Responsible for:	-
Liaising with:	Assistant Head teacher- Inclusion Lead Deputy Inclusion Lead Senior Progress Coordinators Progress Coordinators (Year Leads) Teaching Staff. Learning Assistants. Learning Mentors Senior Leadership Team. External Agencies. Parents. Students.
Working Time:	37 hours a week Term time only Equivalent to 38 weeks
Salary/Grade:	Scale 4 Point 6-8
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	December 2026

MAIN (CORE) DUTIES **The specific duties and responsibilities pertaining to the SEND Administrator are to be read in conjunction with the School's Personnel Handbook and related Protocols which should be complied with at all times.**	
Support for Staff	• To schedule the whole year's reviews in consultation with SEN Casework and Assistant Head teacher- Inclusion. • To arrange reviews for students on the Graduated Pathway (MPs/MPPs/ISPs/EHCPs) and in care (PEPs) - issuing invitations, collating data for staff, preparing packs for meetings, typing and formatting drafts/final documents and distribution of both to invitees and GCC as appropriate • To distribute all review documentation to all parties, including Learning Assistant information packs. • To collate EHCP paperwork and keep outcomes and objectives up to date on Provision Map with assistance from the Assistant Head teacher-Inclusion. • To arrange meetings between Inclusion Team and parents including TACs, PEPS etc and typing and distribution of notes from meetings • To type and edit letters to external agencies and parents • To arrange visits to students by ATS, EPS, Physios and OTs- notifying students and staff of timings • To maintain SEND data on SIMS/Provision Map • To provide data (attendance/behaviour/CM/student passport) on request. • To send feedback requests to teaching staff using School Robins/Microsoft Forms- chasing non replies and collating data received. • To complete and send CAMHS, ATS and EP referrals. • To request information and documentation from primary schools and collate/chase receipt. • To record and maintain accurate information on SIMs and in files for students with Exam Access Arrangements.
Support for Students	• To arrange Strawberry Day for students with SEND at transition. • To record and create exemption cards (e.g. Out for Ten, Uniform, Early Passes) • To undertake tours of the school for prospective new SEND students and parents as required. • To collate student views for review meetings.
Administration	• To update, generate and distribute Student Passports • To distribute Inclusion information to staff as required. • To be first line contact for ATS, EPS, GCC, Colleges, parents and prospective parents. • To create files for new students and file all student documents • To collate information from primary schools and prepare brief resume of information for Learning mentors and Learning Assistants. • To update GCC with SEND statistics and Graduated Pathway information. • To upload and distribute SEND related documents received. • To respond to or refer SEND related emails. • To minute for Inclusion meetings as required.

Other related duties	• To provide administrative support for Year Leads and other staff as required. • To support safeguarding procedures and attend safeguarding meetings. • To support the Administrative Team with reports and information as required during an evacuation or other emergency.
Essential Skills & Qualification	• Good working knowledge and understanding of IT and ability to use word-processing, spreadsheet and database software. • Good knowledge of SIMS (desirable). • A good level of numeracy and literacy. • Experience of working in an educational setting with students. • Demonstrable experience of working with young people and families. • An understanding of the specialist support services available to young people from the local authority. (Desirable) • Has attended a range of relevant training courses to develop own knowledge of issues affecting young people and best practice in the management of these issues. (Desirable) • Holds First aid at work qualification or willingness to undergo first aid training. (Desirable)
Essential personal attributes	• Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Flexible and adaptable
Practical Skills	• Able to build constructive relationships with parents and carers • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to gather information and produce reports • Confident basic user of ICT. Must be numerate and well organised. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students. • Ability to prioritise own workload
Staff Development	• To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.

EMPLOYEE RESPONSIBILITIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date**: _____

Agreed : _____ (Business Manager) **Date** : _____

Agreed : _____(Headteacher) **Date** : _____