



### **Job Advert**

## **Inclusion Administrator**

**Permanent, 25 hours per week, Term Time Only**

**NJC Grade 6: £20,493 To £22,627 FTE**

**Actual salary in the region of £11,532 - £12,733 per annum**

Faringdon Community College is looking for an Inclusion Administrator to support the SENCo and Inclusion Team in all aspects of the organisation, management and administration of the SEN department. We are looking for a candidate who will be able to deal with a variety of administrative procedures, has excellent literacy skills, demonstrable organisation skills, attention to detail and has a good working knowledge of Microsoft packages. Excellent interpersonal skills, with the ability to relate well to school staff, students of all abilities and their parents are essential.

Key requirements for this role include:

- Work flexibly and collaboratively with all other members of the SEN Team (SENCO, Inclusion Managers, HLTAs and TAs) to ensure a coherent approach to inclusion takes place within the school. Willingness to undertake CPD to further develop expertise
- Good working knowledge of Microsoft Office applications, in particular Word, Excel and Access.
- Understanding of Special Educational Needs systems and processes in school or a willingness to learn
- Ability to coordinate and collate evidence, such as for exam access arrangements, and to assist with the administration of these arrangements for internal and external exams
- Provide administrative support for SEN meetings, including scheduling meetings, managing invitations, collating reports and taking minutes.

If you have any questions, would like any further information or would like to arrange an informal visit to the school, please contact our Trust Recruitment Team, by emailing [Recruitment@faringdonlearningtrust.org](mailto:Recruitment@faringdonlearningtrust.org). For more information, including a copy of the job description and application form, please visit our website <http://www.fccoxon.co.uk/vacancies/>.

Please return your completed application form, along with a letter of interest outlining your suitability for the position, to [Recruitment@faringdonlearningtrust.org](mailto:Recruitment@faringdonlearningtrust.org).

**Closing Date for applications: 7<sup>TH</sup> January 2022**

**Interview date: w/c 10<sup>th</sup> January 2022**

Faringdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check