



Hyde High School

Job description: Inclusion Administrator	
Grade: E	
Working pattern: 36 hours per week, term time only	
Responsible to	SENDCO
Core Role	To provide highly effective and professional secretarial and administrative support for the SENDCO and Inclusion Team.
Key duties	
Provide a high standard of confidential secretarial and administrative support for the SENDCO	
Be responsible for management of the SENDCO's diary, arrange appointments, confirm meetings and inform all relevant parties.	
Alert the SENDCO well in advance of approaching events and/or issues.	
Be responsible for internal and external SEND correspondence and documentation.	
Ensure that the SEND register is accurate and up to date.	
Be responsible for updating the Inclusion Google calendar.	
Be the first point of contact for all relevant stakeholder communication and deal with appropriately.	
Produce and distribute agendas for meetings.	
Arrange hospitality, preparation of materials, rooms and refreshments for visitors, meetings and school events.	
Attend internal and external meetings with relevant staff, take accurate minutes as required, write these up in a timely manner and distribute as appropriate.	
Liaise with external agencies e.g. Local Authority SEN Team, Educational Psychology, Speech and Language Therapy and Healthy Young Minds	
Schedule observations of pupils and 1-1 withdrawal assessments as appropriate and communicate these to staff, parents and external agencies.	
Be responsible for the maintenance of efficient filing and documentation retrieval systems for the Inclusion Department.	
Collate data relating to progress, attendance and behaviour of SEND pupils and prepare reports for the SENDCO.	
Collate feedback from staff for annual reviews, parent meetings, referrals and SEND assessments.	
Collate documentation for PEP meetings and take confidential minutes of these meetings as required.	
Support with the administration of Access Arrangements for exams.	
Co-ordinate pupil access to SEND laptops and ensure equipment is maintained.	
Administrative support for the Key Stage 2 to 3 and Key Stage 4 to 5 transition processes.	
Support the testing process for new pupils.	
Work collaboratively as a member of the wider School Administration Team.	
Assist in the support of school-wide activities including whole school events and parents' evenings, the production of publications and dealing with queries and requests for information.	
Support colleagues in covering absence within the Administration Team.	
Ensure that all telephone and in-person enquiries are dealt with efficiently and effectively.	
Provide cover on Main Reception and Student Services as required.	

Act as a first aider in school (training provided).

Act as an invigilator for exams as required.

To undertake any other reasonable activities commensurate with the post as directed by the Headteacher.

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.