

Person Specification

Inclusion Officer

Criteria	Essential	Desirable
Qualifications		
Good general standard of education with qualifications to Level 3 or above (e.g., A levels, L3 BTECs, L3 Business Administration, etc.).	x	
First Aid qualification.		x
Safeguarding training (e.g., child protection, E-Safety or even DSL training).		x
Experience		
Experienced administrator.	x	
Experience of dealing with people in a client-facing environment.	x	
Experience of working with databases including Microsoft packages (Outlook, Word and Excel).	x	
Experience of working in a school.		x
Experience of working in a SEND role/team.		x
Experience of database management		x
Knowledge and Skills		
A logical approach to work and problem-solving.	x	
Understanding the service ethic.	x	
An awareness of safeguarding children in schools.		x
Knowledge of data security and protection.		x
Clear, professional, and effective verbal and written communication skills.	x	

Strong customer service, care, and support.	x	
Excellent time management and organisational skills.	x	
Excellent IT skills including use of Microsoft Office	x	
Excellent attention to detail with an ability to problem-solve	x	
Ability to manage competing priorities and multi-task when necessary.	x	
Ability to maintain confidentiality on all matters.	x	
Knowledge of external agencies		x
Personal Qualities		
Good team player with a positive approach.	x	
Kindness, patience, and sensitivity.	x	
Able to build positive relationships with children/young people and colleagues.	x	
A calm and committed approach.	x	
Discretion.	x	
A flexible approach to the tasks within the role and the requirements of the school.	x	
Enthusiasm.	x	
Inquisitive, collaborative, and thorough.	x	
A willingness to learn and adapt - ready to embrace change/new initiatives.	x	
Other Requirements		
A desire to make a difference to the lives of young people and improve difficult situations.	x	