

**Inclusions Manager  
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
<b>Qualifications</b>	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓	✓		✓
	ICT literate with good keyboard skills	✓		✓	✓	✓	
	Evidence of recent continuing professional development,		✓	✓	✓		
<b>Skills and Experience</b>	Administration duties in an office environment		✓	✓		✓	✓
	Use of MS Office, including Excel and Word	✓		✓		✓	
	Maintenance of accurate records & filing systems, computerised and manual	✓		✓		✓	
	Experience of working in an educational environment in a multi academy Trust		✓	✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	✓
	Work constructively as part of a team, understanding roles and responsibilities and your own position within these.	✓		✓		✓	✓
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	✓
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	✓
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
<b>Other</b>	Hold a full driving licence.		✓	✓	✓		
	Capacity to work during school holiday periods		✓			✓	
	A helpful, calm and organised manner.	✓		✓		✓	✓
	Dedicated to academic excellence across the school	✓				✓	
	Motivate and help students progress	✓				✓	