

SECONDARY INCLUSION ADMINISTRATOR Person Specification



ALEC REED ACADEMY
PROUD TO LEARN



Knowledge, Qualifications and Experience

Essential:

- GCSE English and Mathematics Grade C / 4 or above (or equivalent)
- Educated to Level 3 standard (A-Level/NVQ or equivalent)
- Experienced in working in an educational environment or similar role in Admissions, MIS or SEN
- Experienced in working under pressure and prioritising conflicting deadlines
- Excellent communication, numeracy and literacy skills
- Good organisational and administrative skills with strong experience of Office 365

Desirable:

- Experienced and confident in the preparation and submission of Census throughout the Academic Year
- Experienced and confident in the use and management of SIMs
- Exposure to Primary School data input processes

Abilities and Interests

- Ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy
- Pro-active self-starter with excellent communication skills, interpersonal skills, and attention to detail
- Approachable manner with the ability to show assertiveness when necessary
- Ability to maintain calm during pressurised situations as well being reliable, conscientious and responsible
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- A team player
- Adaptability and contributor to changing circumstances and new ideas
- Ability to develop and maintain good professional relationships with students, staff and parents
- A willingness to become involved in wider Academy initiatives and activities