



Inclusion Administration Support

Job Title: Inclusion Administration Support - Grade C
37 hours per week, 39 weeks p.a.

Role: To provide quality administrative support to staff, students, parents and visitors working with the school's Inclusion provision.

Line Manager: Senior SENDCo

Duties:

- Supporting the Senior SENDCo and SENDCo in the daily running of the Inclusion provision.
- Working alongside the Senior SENDCo, SENDCo and Exams Officer to provide support for students with examinations concessions.
- Assist in the organisation and administration of Student Progress Plans, ensuring that they are kept up to date.
- Completing administration of Access Arrangements (including Form 8s) and keeping the Access Arrangement list up to date.
- Coordinate the filing of Access Arrangement paperwork in preparation for JCQ inspections
- Ensuring Education Health Care Plans are up to date and circulated.
- Provide administrative support for Annual Review meetings.
- Attend and support with Annual Review and Education Health Care Needs Assessment meetings.
- Support with collating student information for Annual Review meetings
- Provide administrative support for Education Health Care Plans.
- Provide administrative support for the Education Health Care Needs Assessment process.
- Liaising with parents/carers, staff and external agencies to support the Inclusion Department.
- Oversee Learning Support Assistants within the school, including developing intervention timetables.
- Developing and monitoring interventions, providing data of intervention work.
- Completing and administering a range of screening tests.
- Supporting with parental engagement events such as Transition Evenings.
- Ordering resources for The Inclusion Department.

Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Personal Specifications

Essential

- Educated to GCSE level C or equivalent in Maths and English
- Effective interpersonal and communication skills
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages
- Resilience
- Good behaviour management
- Good working interactions with students
- Some knowledge of SEND needs
- Empathetic

Ideal but not essential

- Experience working with SIMS
- Experience of Excel
- Experience of working in a school environment

The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.