



Discovery Primary Academy

Inclusion Administrator Job Description



Job Purpose

Working under the direction of the SENCO and Inclusion Team.

Main Duties:

1. Provide timely and effective operation administrative support to the Inclusion team in accordance with good secretarial practice
2. Maintain efficient filing systems, on the online Trust systems and for paper copies. (Inc Google and Edukey, MIS)
3. Copy information from relevant reports and systems in preparation for referrals and meetings. (EHCP prep and notes, Section Ls, all referrals)
4. Complete referrals for support or modifications, working alongside other relevant staff. (RfIs/ School nurse/ MHST/ Part time arrangements/ OT/ SALT. Arrange for referrals and reports to be signed by parents and send to relevant agencies.
5. Deal with some parent and professional correspondence, passing on to relevant colleagues as needed.
6. Answering incoming calls into the Inclusion office.
7. Organise meetings with professionals and parents, book rooms for meetings and collect children for appointments within school. Booking and setting up of meetings and meeting rooms.
8. Generate correspondence and reports of a routine nature. Completion of forms and returns required by the Department of Education & other stakeholders.
9. On occasion, supervise small groups of children, as needed, as part of the Inclusion Team.
10. Follow and adhere to the Academy's confidentiality policy.
11. Maintain the Eyesight and Hearing registers. Updating class teachers, MIS and the Inclusion Team as required. Update the Screening database using the MIS system.
12. Clerk to the Local Governing Committee
13. Provide additional support for the Senior Staff as required.

Supporting the Academy

1. Be aware of and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

Variation Clause

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This

procedure will be conducted by the Head of School in consultation with the post holder

2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Print Name:

Date:.....

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Business Manager, Headteacher or the incumbent of the post.