

Person Specification

JOB TITLE: Inclusion and Alternative Provision Coordinator

DEPARTMENT: Welfare/Attendance

DATE: June 2026

COMPLETED BY: Assistant Principal

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Strong IT knowledge including Microsoft Office (Outlook, Word, Excel and Teams). Knowledge and understanding of safeguarding. 	<ul style="list-style-type: none"> Knowledge of/experience using a School Information Management System. Knowledge of alternative provision programmes/settings.
SKILLS & ABILITIES	<ul style="list-style-type: none"> High level administrative and organisational skills with the ability to prioritise. Excellent written and oral communication skills. Ability to communicate effectively with young people, staff and other stakeholders. Strong interpersonal skills. Ability to accurately input data in a timely manner. Ability to work with limited supervision and to use own initiative. Ability to produce written documentation e.g. letters, emails and data/reports. Attention to detail and accuracy. Strong organisational and time management skills. Ability to be flexible in line with role requirements. 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in a busy office environment. Experience of working as part of a team. 	<ul style="list-style-type: none"> Experience of working within a secondary school or alternative provision setting. Experience of using Management Information Systems.
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Grade C/4 or equivalent in English and Maths. Willingness to participate in CPD for further training. 	<ul style="list-style-type: none"> Business Administration Qualification.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Positive and supportive approach. Motivated and enthusiastic. Positive attitude. Ability to work under pressure. Prepared to work flexibly. 	
EQUALITY	Candidates must demonstrate understanding, acceptance and commitment of/to the underlying equal opportunities.	