



Job Description

Post:	Inclusion Administrator
Hours of work:	36 hours per week, Term Time only + 1 week (40 weeks), plus 5 INSET Days
Working pattern:	Monday to Thursday: 8.00am – 4.00pm and Friday: 8.00am – 3.45pm (45minute unpaid break)
Reporting to:	SENCo/Inclusion Manager

Job Purpose

The Inclusion Administrator will provide vital administrative support to the Inclusion Faculty including EAL, ensuring smooth and effective management of student data, communications, and processes related to inclusion. This role is essential in supporting the delivery of tailored educational provisions for students with special educational needs, disabilities, and those requiring additional language support.

Main Responsibilities

Administration and Support:

- To manage and maintain accurate records and databases related to SEND and EAL students, including individual education plans (IEPs), assessments, and intervention logs.
- To coordinate referrals and communication between parents, staff, external agencies, and local authorities.
- To assist in organising assessments, meetings (e.g., Education Health and Care Plan (EHCP) reviews, EAL progress reviews), and training sessions.
- To prepare and distribute relevant documents, reports, and correspondence linked to SEND and EAL services.
- To support the SEND and EAL teams in tracking student progress and attendance related to interventions.
- To ensure compliance with relevant policies, procedures, and legal requirements (e.g., GDPR, SEND Code of Practice).
- To respond promptly to general enquiries from parents, staff, and external agencies.
- To work collaboratively in order to support students and ensure their immediate needs are met (e.g, Zone).
- Maintain confidentiality and demonstrate sensitivity when dealing with vulnerable students and families.
- To liaise with the exam officer and SENCo/Inclusion Manager about special exam arrangements.
- To liaise with the attendance team in relation to students that are SEND/EAL
- To assist with the ordering and distribution of resources and materials related to SEND and EAL provision.
- To support the smooth running of inclusion-related administrative tasks and projects as directed.
- To undertake such duties that are within the school and spirit of the job purpose, the title of the post and its grade as directed by the Line Manager or SENCo/Inclusion Manager.
- To review and develop your own professional practice, including taking part in an annual performance review.

Annual Reviews:

- To liaise with the SENCo/Inclusion Manager or the Deputy SENCo regarding dates,
- To prepare and send the relevant paperwork for parent/carer(s)/external agencies for the review meetings.
- To collate the data required for the annual reviews.
- To prepare templates for finalising by SENCo/Inclusion Manager or Deputy SENCo.

Student Passports (SSP's):

- To print copies of SSP's for students and their file.
- To upload the information to Arbor.
- To monitor the updating SSP's.

Transition:

- To create files for all Year 7 SEND students, and liaise with the YGL/AYGL of Year 7.
- To plan and arrange alongside the faculty leadership the pre-transition events.
- To attend transition meetings as directed by the SENCo/Inclusion Manager or Deputy SENCo.

Updating Arbor:

- To ensure that SEND coding is correct on Arbor.
- To ensure that EHCP's and SPP's are uploaded onto Arbor.

Monitoring of top up funding – Section 52:

- To liaise with the SENCo/Inclusion Manager or Deputy SENCo to ensure all top up funding information is accurate.

External agencies and referrals:

- To maintain good email communication in relation to organising visits of external agencies (room bookings, student availability etc)
- To make referrals to external agencies as directed by the SENCo/Inclusion Manager or Deputy SENCo.

Health and Safety:

- To look after students who are upset or who have had accidents
- To be a trained first aider

Professional Development:

- To help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying what professional development to improve professional effectiveness
- To take opportunities to build professional skills, qualifications, and/or experience needed for the role, with support from the school

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Reviewed Autumn Term 2026

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.

Name:

Signature:

Date: