



Inclusion Administrator Person Specification

Qualifications & Training	Essential	Desirable
Good standard of general education, including English and Maths	✓	
Relevant administrative qualification or equivalent experience		✓
Evidence of ongoing professional development	✓	
First Aid qualification or willingness to undertake training	✓	
Safeguarding/Child Protection and PREVENT training or willingness to undertake training	✓	
Relevant SEND, EAL, education or pastoral training		✓
Experience		
Experience of working in an administrative role requiring accuracy and attention to detail	✓	
Experience of maintaining accurate records and databases	✓	
Experience of handling confidential and sensitive information appropriately	✓	
Experience of communicating/working with a range of stakeholders, including parents/carers, external agencies and professionals	✓	
Experience of working collaboratively as part of a team	✓	
Experience of working within an education, school, college or similar environment		✓
Experience of supporting students with SEND and/or EAL		✓
Experience of coordinating meetings, appointments, reviews or events	✓	
Experience of using a school management information system, such as Arbor		✓
Experience of supporting EHCP reviews, student support plans/passports or similar processes		✓
Experience of working with attendance or examination teams		✓

Knowledge & Understanding		
Understanding of the importance of inclusion and removing barriers to learning	✓	
Understanding of the needs of students with SEND and/or EAL	✓	
Understanding of confidentiality and data protection/GDPR requirements	✓	
Awareness of safeguarding and child protection responsibilities within an educational setting	✓	
Understanding of the importance of accurate student records and timely information sharing	✓	
Awareness of the SEND Code of Practice		✓
Awareness of EHCP processes and annual reviews		✓
Understanding of the importance of attendance and its relationship to student wellbeing and achievement		✓
Understanding of the importance of effective transition arrangements for students with additional needs		✓
Knowledge of relevant safeguarding guidance, including KCSIE and PREVENT	✓	
Understanding of professional boundaries when working with children, young people and families	✓	
Skills & Attributes		
Excellent organisational and administrative skills	✓	
High level of accuracy and attention to detail	✓	
Ability to prioritise workload and meet deadlines	✓	
Ability to manage competing demands effectively	✓	
Strong written and verbal communication skills	✓	
Ability to communicate sensitively and professionally with students, parents/carers and colleagues	✓	
Ability to maintain confidentiality and exercise discretion	✓	
Ability to work independently and use initiative	✓	
Ability to collate, monitor and present information accurately	✓	
Ability to maintain and update electronic and paper-based records	✓	
Good IT skills and confidence using Microsoft Office/Google Workspace or	✓	

equivalent		
Ability to learn and use school information systems, including Arbor	✓	
Ability to deal calmly and appropriately with sensitive or unexpected situations	✓	
Ability to coordinate meetings, appointments and events	✓	
Ability to respond promptly and appropriately to enquiries	✓	
Excellent organisational and administrative skills	✓	
Personal Attributes		
Calm, patient and emotionally resilient.	✓	
Compassionate, approachable and able to establish trust with children and young people.	✓	
Professional, reliable and able to maintain confidentiality.	✓	
Flexible and adaptable to meet the changing needs of the school.	✓	
Committed to equality, inclusion and promoting the wellbeing of all students.	✓	
Demonstrates integrity, professionalism and a commitment to safeguarding.	✓	
A willingness to undertake First Aid training as required.	✓	
Commitment to equality, diversity and inclusion.	✓	
Willingness to undertake further professional development.	✓	
Commitment to the school's values and ethos	✓	
Commitment to safeguarding and promoting the welfare of children and young people.	✓	

Assessment Methods

Criteria may be assessed through:

- Application form
- Supporting statement
- Shortlisting
- Interview process including tasks
- References
- Verification of qualifications
- Safeguarding and pre-employment checks