

Role:	Inclusion Administrator
Hours:	36 hours per week, Term Time Only + 1 week (40 weeks), 5 INSET Days Monday to Friday: 8.00am – 4.00pm Friday: 8.00am – 3.45pm (Includes 45min unpaid break to be taken in line with school lunch break)
Closing Date:	Sunday 1 st November 2026 – 12pm Shortlisting: Monday 2nd November Interviews: Thursday 5th November 2026
Salary:	Scale 6 points 15 – 20: £29,852pa – £32,134pa (actual) (FTE: £33,987pa - £36,585pa)
Job information:	Join Our Team at Mayfield School – Make a Difference Every Day Thank you for considering a career at Mayfield School. We are proud to be an inclusive, ambitious, and forward-thinking community, and we are excited to welcome dedicated and passionate individuals who are committed to supporting every child to thrive. We are currently looking for an organised, proactive, and compassionate Inclusion Administrator to join our Inclusion Faculty. Working under the supervision of the Inclusion Manager/SENCo, the successful candidate will provide essential administrative support across Special Educational Needs and Disabilities (SEND) and English as an Additional Language (EAL) provision. This is an important role in ensuring the effective management of student records, data, communications, and administrative processes, helping to support tailored educational provision and meet the needs of our students. Key Responsibilities: • Maintain accurate SEND and EAL student records, databases, and documentation. • Coordinate annual reviews, transition arrangements, referrals, and meetings. • Update student information on Arbor and monitor records, interventions, and funding. • Liaise with parents, staff, external agencies, and other school teams. • Provide effective administrative support to ensure the smooth running of the Inclusion Faculty. We are looking for someone who: • Is enthusiastic, organised, proactive, and attentive to detail. • Has excellent communication and interpersonal skills. • Can manage confidential information sensitively and professionally. • Has strong administrative and IT skills, with a flexible approach to work. • Works well as part of a team and is committed to supporting students with SEND and EAL.

If you are committed to making a positive impact in children's lives and want to be part of a supportive, forward-thinking school community, we would love to hear from you.

 Important Notes:

- *We do not accept CVs.*
- *All applicants must have the right to work in the UK.*

To learn more about our school, please visit our website.