

JOB DESCRIPTION

Job title: Inclusion Administrative Assistant
Grade: 6
Responsible to: Assistant Principal for Inclusion
Hours:
Job purpose: Inclusion administrative support.

MAIN DUTIES AND RESPONSIBILITIES:

1. Carry out discrete area of work by prioritising tasks, deciding on how to perform tasks and using own initiative to complete tasks (ie resolving non-complex queries and problems).
2. Input and update student details and SEND records electronically.
3. Maintain student paper files.
4. Assist with the development of the timetable of support for teaching assistants/SEND staff.
5. Assist with rescheduling of teaching assistant timetable to cover absences/meetings/intervention programmes.
6. Assist with preparations for examination access arrangements.
7. Arrange meetings at the request of the assistant principal for inclusion/senior leadership team and take minutes of meetings (eg at annual reviews, multi-agency meetings, SEND reviews and transition meetings).
8. Ensure external agencies have relevant information for meetings (CAMHS, educational psychologists etc).
9. Respond to routine correspondence.
10. Answer enquiries by telephone or in person on area of work and give guidance and advice within laid down procedures.
11. Prepare and place orders for resources/equipment after identifying options and obtaining agreement from line manager.
12. Produce a range of typed documents from a variety of sources involving use of different software packages, eg Word, Excel and PowerPoint.
13. Interrogate databases to produce less routine reports (may involve designing simple spreadsheets), identifying and solving problems/issues with data produced.
14. To undertake first aid training and provide cover for general first aid across the college if and when required.

15. To perform any task or duty under the reasonable direction of the principal.
16. All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c. Expenses will be paid in accordance with the Local Conditions of Service.
- d. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.