



KINGSLEIGH PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: Inclusion Administrator
Reporting To: Assistant Headteacher – Inclusion
Grade: 4 – Scale Points 6 – 9

Purpose of Post - The postholder will provide day to day support to the Inclusion Team, contributing to the smooth, efficient and effective delivery of the team's operations.

Main Duties and Responsibilities

- Ensure all parent, colleague and external agency communications are acknowledged and responded to promptly and professionally.
- Log and track parental communications to ensure that timely responses are received to their query.
- Arrange meetings, schedule them in the school calendar, book suitable meeting rooms and coordinate attendance from relevant parents, staff and external agencies.
- Monitor students on part-time timetables, ensuring that Arbor attendance records are correct and BCP reporting is completed.
- Ensure good communication with Alternative Provision providers.
- Request regular feedback from staff to ensure pupil targets are kept up to date (e.g., SALT targets).
- Send required information to BCP Council in relation to EHCP applications.
- Prepare statutory paperwork and referrals as required e.g. paediatric referrals, information required before and after SEND Annual Reviews.
- Proofread Annual Review reports to ensure accuracy, clarity and compliance with statutory expectations.
- Assist in coordinating external agencies for school events such as Parents' Evenings, SEND coffee mornings and SENDIASS parent meetings.
- Record, produce and distribute accurate minutes of meetings.
- Attend Annual Review meetings as required.
- Liaise with external agencies and arrange appropriate support for pupils.
- Collate and forward relevant information to external agencies (e.g., CAMHS).
- Upload SEND documentation to Arbor and individual pupil files.
- Provide general administrative and organisational support to the Inclusion Team as required on a day-to-day basis.

General:

- Willing to undertake any professional duties that may be reasonably requested by the Assistant Headteacher, Inclusion
- Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements)
- If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents' Evenings to support in translating for parents

Name

Signed

Date