



KINGSLEIGH PRIMARY SCHOOL

PERSON SPECIFICATION

Inclusion Administrator

<u>Qualifications/Training Requirement</u>	<u>Criteria</u>
Good general education with GCSE's (or equivalent) in English and Maths	Essential
Training or qualifications in administration or customer service	Desirable
Training related to SEND, safeguarding or inclusion	Desirable
<u>Achievements & Experience Requirement</u>	
Experience working in an administrative role	Essential
Experience communicating with parents, carers and external agencies	Essential
Experience maintaining accurate records and handling confidential information	Essential
Experience working in a school, education setting or local authority	Desirable
Experience supporting SEND processes (e.g., Annual Reviews, EHCP applications)	Desirable
<u>Knowledge and Understanding</u>	
Understanding the importance of confidentiality and data protection	Essential
Awareness of SEND processes and terminology	Desirable
Knowledge of safeguarding procedures	Desirable
Familiarity with school systems such as Arbor	Desirable
<u>Skills and Abilities</u>	
Excellent verbal and written communication skills	Essential
Strong organisational skills and ability to prioritise workload	Essential
Ability to work accurately with detailed information	Essential
Confident in proofreading and producing high-quality written documents	Essential
Ability to build positive relationships with families, colleagues and external agencies	Essential
Competent in using IT systems, including email, spreadsheets and databases	Essential
Ability to remain calm, professional and solution-focused in a busy environment	Essential
A team-focused attitude with flexibility and willingness to respond to the changing needs of the team	Essential
Understanding of Arbor or another school MIS system	Desirable