



## JOB DESCRIPTION

**Post:** Inclusive Learning Administrator

**Responsible To:** Head of Inclusive Learning

**Summary of Post:** To provide administrative and organisational support to the department to ensure the education healthcare plan process runs smoothly

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### Specific Duties:

1. To provide high quality administrative organisational support to the department.
2. To ensure the education health care plan process runs efficiently throughout the department.
3. To manage all aspects of designated department meetings and manage and coordinate the manager's calendar.
4. Direct accurate and timely information and the dissemination of information within the department.
5. To organise the EHCP annual reviews to expected timeframe and attend EHCP reviews to record changes to plans.
6. To liaise with the local authority regarding EHCPs.
7. Maintain sufficient stocks and supplies as required.
8. To liaise with the Manager in relation to aspects of the department relating to student activities.
9. To maintain an effective timetable of events and deadlines within the department.



10. To direct and track work sent by the department to the college services.

11. To liaise with external agencies and parents and carers.

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

EMPLOYEE SPECIFICATION		Applicati	Intervie	Shortlisti
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<b>Skills</b>				
1.	Excellent administrative skills	✓	✓	6
2.	Ability to gather and analyse data	✓	✓	6
3.	Good written communication and aural skills	✓	✓	6
4.	Effective organisation skills and an ability to work to tight deadlines		✓	4
5.	To use a range of analytical and report writing software (e.g. Microsoft word and excel)	✓	✓	4
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
7.	Working with significant volumes and complexity of data		✓	4
8.	A minimum of two years experience working in an administrative role	✓		4
9.	Experience of the educational sector	✓		4
10.	Experience of working in a flexible manner to respond to varying priorities		✓	4
<b>Education</b>				
11.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
12.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
13.	Level 2 or equivalent in Business Administration	✓		4



**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.