



Stoke Newington School  
& Sixth Form

## **Job pack**

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**Inclusion/SEN Administrator**

## Job advertisement

**Inclusion/SEN Administrator**

**Scale 4**

**36 hours per week Monday-Friday 8:30am-4.30pm**

**Term time only**

**Salary range £20,931 - £22,100**

We require an outstanding individual to provide administrative support for the Inclusion faculty and the Head of Inclusion/SENCO.

### The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award-winning building and a large sixth form. Most importantly, students and staff share a commitment to the school's success and ethos.

### The post

As the first point of contact for the school, we are looking for someone who has exceptional administrative skills. This post requires someone who is able to multi-task in an extremely busy school office, undertaking a range of administrative tasks and procedures whilst interacting with visitors, parents, staff and pupils.

The successful candidate will need to:

- have proven experience of working in a busy office environment
- demonstrate initiative, adaptability, commitment and a positive attitude
- demonstrate good listening, oral, literacy, numeracy and computer skills
- be resilient, and reliable, with an understanding and respect for confidentiality
- work effectively as part of a team

### Contacting us

If you feel you can make a positive contribution to our school, please apply online via downloading the application form on <https://www.stokenewingtonschool.co.uk/jobs> . Please email complete applications to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) or call on 020 72419600 for further information.

**The closing date for receipt of applications is midday 21<sup>st</sup> September 2021.**

*We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*

## Job details

Job title: Inclusion/SEN Administrator

Directorate: Stoke Newington School

Reporting to: Head of Inclusion/SENCO

Grade: 4 (36 hours per week – term time only)

## Job description

### Purpose of the post:

- Under direction and instruction of senior staff: provide routine general clerical, administrative support to the Inclusion faculty.

### Main duties and responsibilities:

- To provide an administrative and student support service within the faculty.
- To provide communication support for the Inclusion faculty including phone calls, emails, meeting scheduling, minute taking and letter typing.
- To provide administrative support for access arrangements.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

### General requirements:

#### Administration

- Provide routine clerical support e.g. photocopying, filling, emailing, completion of routine forms.
- Maintain manual and computerised records/management information systems for SEN information in SIMS, Provision Mapping software, SEN register and SharePoint.
- Undertake typing, word processing and other IT based tasks, including setting up and use of Excel databases.
- To order and store supplies and to maintain systems for monitoring faculty expenditure.
- To be the first point of contact for queries from parents and external organisations regarding Inclusion, passing queries on as appropriate.
- To schedule and minute meetings.
- To support the Learning Support Assistants timetabling process.
- To be responsible for monitoring and reporting staff absences and monitoring/administering the use of agency staff, including induction and orientation when required.
- To cover for administrative duties of other members of the Inclusion faculty in their absence.
- To arrange training sessions for Inclusion Faculty staff.
- Provide cover, as requested, in the medical room, contacting parents and maintaining records.
- Cover the school reception when is needed, being the first point of contact to visitors and responding to queries from parents, taking messages and passing calls to colleagues as appropriate.

## Resources

- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- To be responsible for organisation and storage of equipment and departmental resources, undertaking basic maintenance and repair where possible.
- To prepare and produce displays in classrooms and designated corridor areas, ensuring that they are updated regularly.

## Student Support:

- To assist students within examinations, particularly those on the SEN Register, including invigilation, reading and scribing.
- To provide support in the organisation of special events and activities within the faculty.
- To accompany faculty trips and fixtures in a supervisory capacity.
- To support management of student movement around the school.

## Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education's organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## Inclusion/SEN Administrator Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job

Attributes	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable work experience in a general office environment including working within administrative procedures.</li> <li>• Demonstrable experience of using Microsoft Office, including Word, Excel, databases and IT packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• SIMS database</li> <li>• Knowledge of provision map software</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow and work within procedures and guidelines.</li> <li>• Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.</li> <li>• Able to check information and maintain accurate records.</li> <li>• Able to add, subtract, multiply and divide figures.</li> <li>• Able to write straightforward letters and read instructions.</li> <li>• Able to use initiative within defined procedures</li> <li>• Able to manage own workload and meet deadlines, which may at times be competing.</li> <li>• Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</li> </ul>	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Able to form appropriate relationships with young people</li> </ul>	
<b>Equality Issues</b>	<ul style="list-style-type: none"> <li>• Able to recognise some forms of discrimination, which commonly exist.</li> </ul>	
<b>Specialist Knowledge</b>		<ul style="list-style-type: none"> <li>• Some knowledge of SIMS database</li> <li>• Knowledge of SEN</li> <li>• First aid certificate, or willingness to train</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• GCSE English</li> <li>• GCSE mathematics</li> <li>• RSA Stage 2 or equivalent qualification or equivalent experience</li> </ul>	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

Equal Opportunities

Health and Safety

Data Protection Act (1984 & 1998)

Code of Conduct