

Upton St Leonards CofE Primary School

Job Description for Inclusion Administrator

Main purpose of the post:

- To provide comprehensive administration duties for the Inclusion Team.

Responsible to:

The Executive Deputy and Assistant Headteacher (Inclusion Team)

Administrative Responsibilities;

- To manage the Inclusion Team emails;
- To answer the telephone, take messages or signpost agencies, parents and members of the community to the most appropriate member of the Inclusion Team to meet their need;
- To manage the school diary for members of the Inclusion Team;
- In partnership with the Pastoral Head of School, ensure the SEND Register is up to date and available to relevant staff;
- In partnership with the Pastoral Head of School, ensure that our SEND Contextual Information is kept up to date and available to relevant members of the Leadership Team;
- To complete outside agency referral forms/ processes and confirm safe receipt following submission;
- To liaise, coordinate and manage external agency support;
- To liaise with outside agencies to ensure follow up reports are received;
- To manage pupil documentation on CPOMS, uploading files and alerting relevant staff;
- Gather information and paperwork for PEP (Personal Education Plan) Meetings for Children in Care;
- In partnership with the Pastoral Head of School, complete statutory assessment applications and Annual Reviews documentation for EHCPs;
- To complete other administrative duties as delegated by the Pastoral Head of School.

Additional

- Work closely with the Executive Deputy and Assistant Headteacher (SENDCo) to ensure administration of the school's inclusion team is organised effectively
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in staff meetings and training where required
- Participate in training and other learning activities and performance development as required
- Any other duty required to ensure the smooth running of the Inclusion Team

Note

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Signature of Line Manager Date

Signature of Postholder.....Date.....