



Job Description: Inclusion and Safeguarding Administrator

Reporting to: Assistant Principal - Inclusion

Contract: Permanent- Term Time or Full Time

Salary: Grade 5 (£22,572-£26,035)

Start date: ASAP

Hours: Hours to be negotiated

The Role

As an Inclusion and Safeguarding Administrator, you will provide comprehensive confidential administrative support to the Designated Safeguarding Lead, Inclusion department and Academy. Your role will be central in supporting staff, students and parents. You will work with other members of the Academy to uphold the vision and ethos of the school at all times and provide an excellent customer service to a range of stakeholders.

Key Responsibilities

- Establish and maintain efficient administrative systems and processes to support the effective running of the inclusion department and academy.
- Ensure that the Impero safeguarding system is kept up to date with all relevant safeguarding administration.
- Ensure that safeguarding student files are kept up to date and secure.
- Ensuring the SEN registers are updated during interventions.
- Monitor SENSO alerts related to student online activity
- To be able to assist Primary Assistant Principal - Inclusion once a week.
- Managing Assistant Principal - Inclusion and SENCO`s diary and appointments
- Ensuring that all SEN students have a student information sheet on file for those inclusion staff members that are responsible for, updating and regularly checking all student referrals
- Liaise with internal and external stakeholders at all levels of seniority with confidence, tact and diplomacy.
- Ensuring that administration of spreadsheets with all exam access arrangements for SEN and Inclusion students are completed.
- Assist with student welfare and liaise with parents where necessary
- To create documents from start to finish, ensuring finished documents are to an excellent standard.
- Ensure all SALT reports are filed and sent to students via post
- To take minutes during meetings
- Organising School Nurse and Young Carer timetables
- Organise the day to day running of the Entrust Counselling ensuring student`s timetables are updated
- Provide general clerical and administrative support for the school e.g. answering the phones, photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, etc.
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies

Other

- To carry out any other tasks as reasonably required by the Executive Principal and ALT.
- To undertake training and development relevant to the post and in line with the academy`s priorities.
- To carry out first aid and fire marshal duties, if and when required
- To operate the cashless catering tills, if and when required
- Cater and set up for meetings and events, if and when required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regards to working hours
- Attend and support out of hours` academy events
- This job description is subject to change with the agreement of the post holder



Person Specification: Inclusion and Safeguarding Administrator

Qualifications

- NVQL3 or equivalent
- Right to work in the UK

Knowledge, Skills and Experience

- Experience of running effective administrative systems
- Experience of working with Safeguarding lead
- Experience of working with young people with SEND
- Familiarity with administration related to SEND
- Experience of data entry into databases and other IT systems
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills
- High level of proficiency with Microsoft Office
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Operates with a spirit of flexibility and optimism
- Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults.
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion
- Solution focused with a can do attitude

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Disqualification by Association

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.