



Person Specification

Job Title: Inclusion Administrator

Knowledge	Essential	Desirable
1. Working knowledge and ability of using standard Microsoft Office computer packages (Word, PowerPoint and Outlook)	✓	
2. Understanding of school child safeguarding procedures		✓
Qualifications		
3. GCSE qualifications in English and Maths grades A to C or equivalent	✓	
4. Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
5. ICT qualification		✓
Experience		
6. Experience of working in a school environment		✓
7. Previous experience within an office environment		✓
Skills		
8. Good communication and listening skills	✓	
9. Ability to maintain and respect confidentiality	✓	
10. Efficient and effective organisational skills	✓	
11. Ability to communicate effectively with all students, including those with complex needs	✓	
12. Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		
13. Satisfactory Enhanced DBS	✓	
14. Assessed and advised by Occupational Health	✓	