



Person Specification

POST: Inclusion Administrator

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working in an office environment		✓
Previous experience of working in a school environment		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to understand and apply SEN legislation		✓
Ability to respect and maintain confidentiality	✓	
Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets etc)	✓	
Ability to accurately minute meetings	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures		✓
Other		
Satisfactory Enhanced DBS Check	✓	
Assessed and advised by Health and Well-Being	✓	