



PLUMPTON COLLEGE

Inclusion Administrator	
Reporting to:	Inclusive Learning and Development Lead (Pathway and Progression)
Working Hours:	Part time (18.75 hours per week) Term Time Only
Salary:	PCS3 points 16-20. £25,053 - £28,039 pro rata

Job Purpose

- To provide administrative support for the Inclusive Learning and Development team's events and processes
- To be responsible for administration support to the Inclusive Learning and Development Lead as directed.
- To prepare for EHCP annual reviews and SEND meetings both internally and externally
- To be a point of contact for parents and outside agencies

Duties and Responsibilities of the Job

Role Specific Duties

a. To facilitate all aspects of ECHP processes as part of the annual review team
b. To oversee and coordinate Tutor reports in preparation for all annual reviews
c. To keep up to date records and audit trail of all correspondence
d. To be a point of contact for families and professionals and would be expected to answer calls, manage inboxes and maintain strong working relationships
e. To carry out scanning/filing and other administrative tasks
f. To prepare paperwork for internal network support meetings relating to students' outcomes in their Education, Health and Care plans
g. To oversee the administration of ILD registers and develop processes to capture data to measure impact
h. To manage the scheduling for specific roles within the Inclusive Learning and Development team
i. Contribute to marketing and communication updates

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Good interpersonal skills with the ability to develop and maintain positive working relationships with people
b. Minimum GCSE grade 4 (C) in English and maths
c. Ability to adapt to changing priorities and deadlines
d. Experience of effectively organising and managing own workload under minimal supervision
e. Experience of developing and maintaining record keeping systems and processes
f. Skilled user of Microsoft applications (Word, Excel, PowerPoint, Outlook, OneNote, and Teams)
g. Ability to work and respond positively and constructively to people and situations under pressure
h. Experience of providing a good level of meeting support including organising and taking minutes
Desirable criteria
a. Experience of working in education
b. Experience of working with learners with SEND
c. Welfare, pastoral and/or safeguarding experience

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be considered for the right candidates. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.