

Garlinge Primary School and Nursery

JOB DESCRIPTION

Job Title:	Inclusion Administrative Assistant
Reports to:	Deputy Headteacher and Inclusion Leader

Purpose of Job:

To provide administrative and organisational support to the Inclusion Team to increase parental engagement and provide a safe environment for pupils.

Main Duties and Responsibilities:

- Provide administrative and organisational support for the Inclusion Team including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
- Develop and maintain manual and computerised records and management information systems.
- Arrange and coordinate appointments and meetings on behalf of the Inclusion Team and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
- Produce lists, information and data as requested by senior staff.
- Work with the FLO, Safeguarding Officer and Deputy Headteacher to develop action plans to support families in addressing issues which might be impacting on their child's learning.
- Under the direction of the Deputy Headteacher collate and prepare information, data and referrals to other agencies.
- Under the direction of the Deputy Headteacher undertake routine liaison with external agencies and parents / carers.
- Maintain good relationships with parents / carers of children at the school and encourage good home / school communication.
- Encourage parental involvement in the school and its activities and coordinate a range of family related activities.
- Signpost families to sources of advice and guidance within the local community and via other agencies.
- Maintain and update pupil records relating to Inclusion sharing information with colleagues as appropriate.

General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Headteacher.

- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.