



JOB PROFILE

Post Title:	Administration Support - Inclusion
Directorate:	Education, Skills and Employment
Responsible to:	Inclusion Manager
Responsible for:	N/A
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Inclusion Manager for supervising and delivering an efficient and effective administration service to the Inclusion Team.

Main Duties and Responsibilities

1. Be the point of contact for the Inclusion Service which involves; providing receptionist duties within the Inclusion Centre, answering the phone and managing enquiries from schools, parents/guardians and the wider community.
2. Provide secretarial support to the Inclusion Service Team which includes:
 - Arranging meetings which involves preparing and disseminating agendas, minutes and any other relevant documentation as required by the Chair.
 - Taking Minutes at meetings and preparing them for dissemination to all relevant members.
 - Liaising with staff/parents/children/outside agencies/services.
3. Administration support to the Inclusion Service Team which includes:
 - Preparing SEND learning resources for children/staff
 - Supporting Inclusion Staff with administration for training
 - Managing the inventory – loaning and return of resources
 - Maintaining online database resources which support children's learning.
4. Other administration duties as required which include:
 - Assisting with photocopying, shredding, collating and binding documents and other general duties such as filing when requested.
 - Purchasing and collecting local supplies from shops for section when required.
5. Assist in the planning of events, scheduling appointments and preparing information for publication, promotion and presentation materials.
6. Any other reasonable duties required to assist the Inclusion Manager in the day to day operations.



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7. Responsible for the premises of the Inclusion Centre in the absence of the Inclusion Manager.

Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	(ii)
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information</i>	(i)
Decision Making: <i>Ability to act on own initiative and confident in making decisions within policy guidelines.</i>	(ii)
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	(ii)
Communication: <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs.</i>	(iii)
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	(ii)
Dealing with Change: <i>Flexible and adaptable to change</i>	(i)
Continuous Improvement: <i>Willing to learn and develop in job role</i>	(ii)
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	(ii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A Level 2 or above qualification in a relevant subject – such as English, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience	E	✓	
NVQ in Business and Administration Level 3	D	✓	
Knowledge & Experience:			
Clerical experience including working in a secretarial role	E	✓	✓
Basic Knowledge of Special Needs Education. (This can be learnt on the job)	E	✓	✓
Skills and Abilities:			
Statistical analysis	D		✓
Analysis of information	D		✓
Good IT skills including ability to use Microsoft applications	E		
Will need to have excellent written and verbal communication skills to communicate effectively with relevant stakeholders	E		✓
Good Minute Taking skills	E		✓
Good negotiation skills	D		✓
Good organisational skills with the ability to plan and prioritise work to meet deadlines	E		✓
Able to maintain confidentiality	E		✓
Other:			
Willingness to work flexibly	E	✓	✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	✓	✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	✓	✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.



PERSON SPECIFICATION

TEAMWORK

We work together and we support each other.