



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Inclusion Administrator Recruitment Pack





WELCOME FROM OUR PRINCIPAL

Ms Scarlett O'Sullivan

Dear Applicant,

It is my great pleasure to be the Principal of our wonderful school. Barclay Academy has a long and much-valued history in the local community, and we are incredibly proud of that heritage. We are a warm and caring school, with excellent subject-specialist teachers and a strong, knowledge-rich curriculum. Our goal is to ensure that every student has the best possible opportunities so they can achieve their ambitions and thrive in the future.

As a proud member of Future Academies, we are committed to high standards and continuous improvement. We are particularly pleased with the progress the school has made in recent years, as reflected in our most recent Ofsted outcome.

Thank you for your interest in the Inclusion Administrator role.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and attributes we are looking for, we encourage you to apply. We very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact:

Charlie Smith, SENCo, on: c.smith@barclay.futureacademies.org

We look forward to receiving your application.

Best wishes,

Ms Scarlett O'Sullivan
Principal
Barclay Academy





JOB DESCRIPTION

| | |
|--------------------------|---|
| JOB TITLE: | Inclusion Administrator |
| LINE MANAGER: | SENCO |
| HOURS: | 20 hrs/wk, term-time plus 1 week |
| SALARY: | Scale 5, point 12 – 17 (£27,711 - £30,060) pro rata Starting point dependent on experience |
| PLACE OF WORK: | Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB. |
| RIGHT TO WORK: | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance |
| STAFF BENEFITS: | <p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues• Excellent CPD opportunities and career progression• Employer Contributions to Local Government or Teachers Pension Scheme• Mintago – employee benefits platform• Employee Assistance Programme• Access to a Virtual GP• Eye Care Voucher scheme• Cycle to Work Scheme• Partnership with YellowNest - Salary sacrifice childcare <p>For further information regarding our staff benefits, please visit our website.</p> |
| PROBATION PERIOD: | The post holder will be required to complete a 6-month probation period |

PURPOSE OF THE ROLE

As Inclusion Administrator you will provide administrative and organisational support to the Inclusion team.

MAIN RESPONSIBILITIES AND TASKS

- Contribute to the planning and organisation of inclusion systems and procedures
- Organise rooming for interventions
- Managing diaries for the SENCO
- Keeping SEN filing system in order
- Maintaining resources in the department, including laptops, stationery and assessment tools
- Contact parents about upcoming meetings
- Provide administrative support to the Inclusion team, including creating individual visual timetables, typing documents, filing, emailing and telephonic communication where necessary
- Manage the EHCP Review Schedule and collate supporting documentation required for EHCP Review meetings
- Ensure interventions are accurately recorded on the school provision map
- Maintain the intervention timetable and intervention reminders for students, including communication with parents
- Support the statutory processes involved in successful and compliant SEND provision
- Support the administrative processes involved in exam access arrangements
- Maintaining the BROMCOM SEN database and student SEN records
- Undertake IT-based tasks to support the working of the Department
- Take notes at Inclusion panel meetings and some multi-agency meetings and circulate minutes to all concerned
- Maintain the therapies timetable and appointment reminders for students

- **Contacting, meeting and greeting parents, local authorities and external agencies where necessary**
- **Support the Department in having accurate and relevant data from BROMCOM**
- **Operate relevant ICT packages**
- **Support post-holders in the Department with finance requisitions**
- **Leading the Department in maintaining efficient use of resources**
- **Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.**
- **Be aware of and support diversity and ensure equal opportunities for all**
- **Contribute to the overall ethos, work and aims of the academy**
- **Appreciate and support the role of other professionals**
- **Attend and participate in relevant meetings as required**
- **Participate in training and other learning activities and performance development as required**
- **Interact with and problem solve issues with students when necessary**
- **To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.**

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria | Essential | Desirable |
|--|---|---|
| Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience: | | |
| | <ul style="list-style-type: none"> GCSE English & Maths to Level 4 or above | |
| Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to: | | |
| | <ul style="list-style-type: none"> Excellent communication skills Organised, energetic & self-directed A keen eye for detail and accuracy A strong written and verbal communicator with excellent team working skills Be confidential & discreet Motivated and determined to succeed, with a flexible approach to work Good level of IT skills including Microsoft Word, Excel, and Outlook The ability to work under pressure whilst maintaining a positive attitude, in a demanding and busy environment Flexible and supportive with the ability to work cohesively as a member of the Inclusion team Safeguard & promote the welfare of children | <ul style="list-style-type: none"> A working knowledge of SIMS/Bromcom will be an advantage. |
| Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements | | |
| | <ul style="list-style-type: none"> This post is subject to an enhanced DBS check and an Online check | |

WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **7th July 2025**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

