New Mills School

JOB DESCRIPTION

Post Title: Inclusion Administrative Officer and Reprographics Technician

Ref: B/SCH/997S

Grade: Grade 5 PP4-5

Hours/FTE: 37 hours per week, 39 weeks per year

Responsible to: Deputy SENDCO

Purpose of the Job

To provide high-quality administrative and operational support to the Inclusion Department, ensuring that systems relating to attendance, behaviour, safeguarding, SEND provision, interventions and alternative provision are maintained accurately and efficiently.

The postholder will coordinate key administrative processes that support vulnerable students, enabling leaders to respond quickly to emerging concerns and ensuring that provision, communication and statutory records remain accurate and up to date.

The Inclusion Administration Officer will act as a central point of contact for the Inclusion Department, supporting communication with students, families, staff and external agencies.

This role will also take operational responsibility for the school's reprographics service, managing workflows, prioritising requests, maintaining equipment and stock, and ensuring the timely production of high-quality curriculum, examination, intervention, safeguarding and administrative materials that support the effective running of the school.

Key responsibilities

Attendance, Behaviour and Safeguarding Systems

- Monitor daily attendance and punctuality data.
- Contact parents/carers regarding unexplained absences.
- Coordinate the morning's late gate system and record sanctions.
- Support attendance meetings and the creation of student improvement support plans
- Maintain attendance tracking systems for all students.
- Produce weekly behaviour reports.
- Coordinate detention schedules and communication arrangements to staff, students and parents/carers.
- Track detention attendance and the escalation processes for non-attendance.
- Support the weekly inclusion meeting, preparing minutes and tracking actions on CPOMS.
- Maintain confidential safeguarding records in accordance with GDPR and school safeguarding procedures.
- Support the DSL and Deputy DSL with administrative tasks.
- Ensure the secure storage and transfer of child protection files when students join or leave the school.
- Maintain safeguarding monitoring records and associated documentation.
- Identify missing information and escalate concerns appropriately.
- Support leaders in monitoring trends relating to attendance, behaviour and safeguarding.
- Arrange parent/carer meeting, prepare agendas, minutes and other documentation as required.
- Provide administrative support to the pastoral team.

- Support with the administration of key pastoral events e.g. rewards assemblies, rewards evenings.
- Provide administrative support to staff members who are organising a school trip or visit.
- Support with home visits where required.

Alternative Provision Administration

- Monitor daily attendance information from Alternative Provision providers.
- Chase missing attendance information from providers.
- Maintain accurate records relating to student placements.
- Update records relating to attendance, engagement and provision reviews.
- Support the administration of Alternative Provision review meetings.
- Produce attendance and engagement summaries for leaders.

Welfare and Family Contact

- Undertake wellbeing and welfare telephone calls to students and families.
- Complete welfare checks for students accessing:
    - Alternative Provision;
    - reduced timetables;
    - reintegration programmes;
    - medical provision.
- Record outcomes and escalate concerns where necessary.
- Support communication with families regarding attendance and engagement.
- Maintain accurate records of all contacts.

Intervention Administration

- Send invitations and correspondence relating to interventions.
- Coordinate intervention registers and attendance records.
- Update intervention tracking systems.
- Log interventions onto the school's provision mapping system.
- Maintain accurate intervention participation records.
- Support evaluation of intervention attendance and engagement.

SEND and SIMS Administration

- Update SIMS timetables as directed by Inclusion Leaders.
- Ensure interventions and support programmes are accurately recorded.
- Support the maintenance of SEND and inclusion databases.
- Produce reports and data extracts as required.
- Support the administration of reviews and meetings.

Educational Visits and Consent Administration

- Co-ordinate parental consent forms.
- Maintain records relating to educational visits and activities.
- Liaise with staff regarding missing documentation.
- Support administration of off-site activities where required.

Whole-School Reprographics Service

- Coordinate and manage the school's reprographics service.
- Receive, prioritise and process reprographics requests from all departments and staff.

- Produce high-quality printed, copied, laminated and bound resources to agreed timescales.
- Ensure confidential and sensitive documentation is handled appropriately.
- Support the production of:
    - curriculum resources;
    - examination materials;
    - intervention resources;
    - safeguarding documentation;
    - educational visit packs;
    - training materials;
    - parental communication;
    - displays and promotional materials.
- Monitor reprographics workloads and prioritise urgent requests.
- Maintain stock levels of paper, toner, laminating materials and other consumables.
- Liaise with suppliers regarding orders and equipment maintenance.
- Report faults and coordinate repairs of reprographics equipment.
- Promote efficient and cost-effective use of reprographics resources across the school.
- Maintain records of usage and support leaders in monitoring reprographics expenditure where required.
- Maintain printers around school

First Aid and Operational Support

- Participate in the school first aid rota.
- Maintain appropriate first aid qualifications.
- Support students requiring first aid assistance in accordance with school procedures.
- Record incidents accurately and promptly.
- Contribute to the school's wider duty and student support arrangements as required.

New Mills School

Person Specification: Inclusion Administrative Officer and Reprographics Technician		Assessment
Skills and Knowledge		
Excellent written and verbal communication skills.	Essential	**A/I**
Ability to maintain accurate records with excellent attention to detail.	Essential	**A/I**
Ability to prioritise workloads and manage multiple tasks effectively.	Essential	**A/I**
Ability to handle confidential information with discretion and professionalism.	Essential	**A/I**
Competent use of Microsoft Office, including Word, Excel and Outlook.	Essential	**A/I**
Ability to learn and use school management information systems.	Essential	**A/I**
Good customer service skills and the ability to build positive relationships with students, families, staff and external agencies.	Essential	**A/I**
Ability to coordinate and manage the school's reprographics service, prioritising requests to meet agreed deadlines while maintaining high standards of quality and confidentiality	Essential	**A/I**
Understanding of the importance of safeguarding, confidentiality and data protection in an educational setting.	Essential	**A/I**
Knowledge of safeguarding, attendance, SEND or inclusion processes within schools.	Desirable	**A/I**
Understanding of school administrative procedures and statutory record keeping.	Desirable	**A/I**
Knowledge of reprographics equipment, print management systems and stock control.	Desirable	**A/I**
Understanding of GDPR and records management.	Desirable	**A/I**
Experience		
Experience of providing high-quality administrative support	Essential	**A/I**
Experience of maintaining accurate records and databases.	Essential	**A/I**
Experience of using ICT systems to produce reports, correspondence and documentation.	Essential	**A/I**

Experience of working within a school or educational setting.	Desirable	**A/I**
Qualification and Training		
Good standard of general education, including GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	Essential	**A/I**
Relevant Level 2 or Level 3 qualification in Business Administration, Customer Service, ICT or equivalent experience.	Desirable	**A/I**
Competent ICT skills, including Microsoft Office applications.	Essential	**A/I**
Willingness to undertake First Aid training and participate in the school first aid rota	Essential	**A/I**
Personal Attributes		
Friendly, approachable and professional manner.	Essential	**A/I**
Highly organised and reliable, with excellent attention to detail.	Essential	**A/I**
Calm and efficient under pressure.	Essential	**A/I**
Flexible and adaptable in response to changing priorities.	Essential	**A/I**
Positive and solution-focused approach to work.	Essential	**A/I**
Able to work collaboratively with colleagues across the school.	Essential	**A/I**
Committed to providing high-quality administrative support and customer service.	Essential	**A/I**
Demonstrates integrity, professionalism and confidentiality at all times.	Essential	**A/I**
Committed to safeguarding and promoting the welfare of children and young people.	Essential	**A/I/R**
Willingness to contribute positively to the wider life of the school.	Essential	**A/I**
Enthusiasm for improving administrative systems and processes.	Desirable	**A/I**

Key: A – Application I - Interview R - Reference