



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

## Inclusion Administrator Job Description and Person Specification

### Main Purpose:

- To enable pupils with Special Educational Needs (SEN) and vulnerabilities to make appropriate progress across the curriculum.
- To support the Director of Inclusion in ensuring that no child is left behind
- To support the identity and mission of our Catholic College
- To maintain complete confidentiality on all College matters

### Main Tasks

- Initial point of contact for parents regarding SEND enquiries.
- Organising and arranging the itinerary of external agencies who visit the school- Point of contact for SALT and OT and arranging meetings, schedules, timetables, observations and rooming.
- Establishing and maintaining a SEND single central record.
- Provide administrative support and assistance to the SENDCo.
- Maintaining the records for all SEND students and updating parents / carers as appropriate.
- Administering Education, Health and Care Plan (EHCP) meetings, communicating with attendees and preparing documents pre and post – meeting as appropriate.
- Producing and preparing the paperwork in preparation for Annual Reviews and interim meetings.
- Redirecting SEND related parental and student enquiries to colleagues in a timely manner.
- Assist in maintaining links with home, as well as internal and external support.
- General administration of departmental equipment and stationary orders
- Liaising with the Careers Coordinator to arrange career support meetings for EHCP students.
- Maintain spreadsheet of external referrals and responses
- Maintain Vulnerable Pupils Index
- Support the Safeguarding Team with triaging safeguarding referrals.
- Undertaking SPA referral admin as directed
- Taking minutes of safeguarding meetings as required
- Liaise with feeder schools to obtain safeguarding information / records on all new students
- Ensure direct support is offered to young carers, liaising with teaching staff and external organisations where necessary.
- Help coordinate PLAC and LAC meetings with external agencies
- Maintain staff safeguarding training records / inductions



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Principal: Richard Burke BSc MA  
Diocese of Westminster



**ASCENSION**  
CATHOLIC ACADEMY TRUST

*This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.*

### **Person Specification**

The successful candidate will:

- Demonstrate previous successful experience of working with children
- Be able to demonstrate good literacy and numeracy skills.
- Have a good knowledge of IT including use of computer, camera and photocopier to support children's learning.
- Hold a valid first aid qualification (or be prepared to gain one).
- Show a willingness and desire to embrace continuing professional development opportunities.
- Fully support the values and ethos of our Catholic College.
- Develop effective relationships with children and adults, including other professionals/parents/carers.
- Work constructively as part of a departmental and whole school team, understanding classroom and the College's roles and responsibilities.
- Maintain confidentiality on all school matters.
- Show adaptability and initiative in a sometimes challenging environment.
- Be caring, friendly, approachable, open, inclusive, welcoming, proactive and personable.
- Be someone who displays dedication, calm demeanour, patience, flexibility, humour, and enthusiasm