

## **Job Profile Information: School Inclusion Administrative Officer**

**This supplementary information for the School Inclusion Administrative Officer role is for guidance for Job Level 2 Zone 2**

### **Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

To provide effective administrative support and to work in collaboration with other members of the School Inclusion Team to ensure all statutory duties relating to school exclusion and inclusion are met across the team.

#### **Example outcomes or objectives that this role will deliver:**

- To work with other members of the School Inclusion Team to develop a culture of continuous improvement with agreed success criteria and contribute to the development of strategies to improve performance.
- To maintain management information systems, ensuring all exclusions, fixed term and permanent, are recorded effectively and accurately.
- To be able to extract information to prepare regular live data reports on excluded students and the movement of students between schools and from schools to AP to enable trends and patterns to be identified.
- To be responsible for the compilation of accurate data reports as and when needed to a variety of audiences to enable the identification of trends and patterns and to systematically track where and why pupils move out of school.
- To collaborate with and report to the data analyst and the data consultant within Camden Learning.
- To support preparing of papers and clerking of specialist multi-agency and referral forums e.g. Fair Access Panel, Primary Inclusion Forum, Medical Needs Forums.
- To assist in the collation and transfer of pupil information following exclusion.
- To work with the Team Manager on the budget monitoring process including support for financial tracking systems, keeping accurate records of payments and accruals and reporting budget information to SIT Manager at key points in the financial year.
- To manage the raising and payment of invoices; the recoupment of funds following exclusion and transfer of funds via Fair Access Panel and Vulnerable Children's Grant under the direction of the Team Manager.
- To co-ordinate the collation of data information requests around exclusion and inclusion for a variety of audiences, including Freedom of Information requests.

#### **People Management Responsibilities:**

- The post holder will be expected to work in collaboration with other team members to support the team leader to meet the strategic objectives.
- They will have no direct line management responsibilities.

**Relationships:**

- The post involves working directly with colleagues in Camden Learning and working in collaboration with other key partners across the Local authority, schools and other educational providers.
- The post holder will be expected to liaise with other teams and develop and maintain effective multi agency working relationships, demonstrating the required levels of behaviours for the role and model the Camden ways of working.

**Work Environment:**

- The post holder will be based within 5PS but will be expected to work flexibly across other council buildings.
- The post may involve visits to schools, and other venues in and outside the borough.
- There will be expectation to develop effective agile working practices.

**Technical Knowledge and Experience:****Essential**

- Excellent levels of numeracy and literacy.
- Effective knowledge and understanding of the statutory framework around school inclusion and exclusion.
- Good interpersonal skills, demonstrating the ability to communicate effectively with a variety of stakeholders across the council and within schools.
- Resilience and ability to use problem solving skills and use initiative to provide a customer focused support service.
- Experience of effective minute taking.
- Excellent practical application of IT systems and software packages, including spreadsheets, databases, communication, file sharing and presentation programmes.
- Ability to identify improvements to processes and systems and to share recommendations with the wider team.
- Proven ability to work to own initiative, prioritise workload and manage competing deadlines, demonstrating effective personal organisation skills that support a proactive approach to the work.
- Thorough knowledge and understanding of data protection policy, legislation and best practice guidance.
- An awareness of Disability Discrimination Act and Special Education Needs legislation.

**Desirable:**

- Additional professional qualification

## Camden Way Five Ways of Working

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

## Structure Chart

