



Administration Assistant - Inclusion College

Job Title:	Administration Assistant
Provision:	Inclusion College
Contract:	Full Time - Permanent (5 days a week)
Working Hours:	37.5 hours a week, Monday to Friday (08:30 – 16:30) with a 30-minute unpaid lunch break) Term Time Only
Salary:	£20,000
Location:	Hook
Start:	ASAP

About Inclusion Education

Inclusion Education (working name of “Inclusion Hampshire”) supports young people within the local community who have special education (SEN) and mental health needs. It operates an Independent Special School in Basingstoke for young people aged 11-16, a college based in Hook for young people aged 16 and over and a Workplace Support Hub based in Basingstoke supporting those over the age of 18.

"Inclusion Education's vision is of a society where disadvantaged young people are supported within the local community and empowered to reach their full potential."

We are seeking a compassionate, well organised, reliable Administrator to join our friendly and supportive administration team. The successful candidate will support with a variety of administration tasks and reception duties and will work as part of a small team in an environment that is passionate to teach and develop young people who have struggled to access education due to the mental ill health, anxiety and difficulties attending school through empathy, nurture, and patience.

What makes Inclusion Education unique for our Employees?

- We are an award-winning charity recognised for prioritising the well-being of our staff
- A supportive on-boarding process and introduction to “The Inclusion Way”
- Education Support’s Employee Assistance Programme.
- Competitive Pension Scheme
- Medi-Cash Health Care Cash Back Scheme
- Group Life Assurance (3 x basic salary)
- Enhanced family leave pay
- Free Onsite Parking
- A strong focus on a positive team ethos where everyone is made to feel valued and supported.

Key Responsibilities

- Be the first point of contact for students, parents/carers and visitors arriving at the college.
- Manage access to the college in accordance with safeguarding procedures, including signing-in visitors, verifying identification, issuing passes, and notifying them of safeguarding and safety protocol.
- Handle telephone and face-to-face enquiries efficiently, providing a professional and supportive service.
- Respond to messages promptly and accurately, relaying information to relevant staff members, as needed.
- Be the main point of contact for student transportation, addressing queries and communicating changes.
- Ensure that student attendance registers are maintained and keep up to date.
- Monitor supplies of essential items and assist with purchasing as needed.
- Provide administrative support to other staff as required.
- Act as a First Aider for college (training will be given) and oversee the medical room, administering medication when necessary and updating records accordingly.

Skills, Experience & Qualification Requirements

Essential

- A good understanding of working with vulnerable young people and the importance of safeguarding, confidentiality and GDPR.
- Excellent IT skills with knowledge and experience of SharePoint and Microsoft Office suite
- Excellent interpersonal skills with the ability to interact effectively with a diverse range of students, parents/carers, and visitors both in person and over the phone, providing a friendly and professional welcome.
- Strong organisational skills to manage workload effectively coupled with the ability to multi-task.
- Be flexible and able to cope with conflicting demands, deadlines, and interruptions.
- A first aid qualification (or willing to train and be certified as a location First Aider)

Desirable

- GCSE Maths and English grade 4 or equivalent
- Minimum 2 years demonstratable administrative support experience
- Previous experience of working in an educational setting or similar

Diversity Statement

Inclusion Education recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Organisation. We therefore aim to provide a service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement & Responsibilities

Inclusion Education is committed to the safeguarding and welfare of young people and expects all employees, volunteers and third parties to share this commitment.

- The successful applicant is responsible for ensuring that all Inclusion Education's child protection and safeguarding policies are adhered to, and concerns are raised in accordance with these policies.
- This post is subject to an Enhanced DBS (Disclosure and Barring Service) (Disclosure and Barring Service) check, and safer recruitment pre-employment background checks (including overseas checks if applicable) prior to confirmation of appointment.
- It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This job description is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and employees of Inclusion Education may be asked to perform tasks and be given responsibilities not detailed on a job description.

To apply: Please submit your CV to hr@inclusioneducation.org.uk

Closing date for applications is Friday 1st November 2024.

Please note that we may close the application process earlier than the stated deadline if we receive a high volume of applications. We encourage interested candidates to apply as soon as possible to ensure their application is considered