

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

Title: Inclusion Manager **Grade: Scale P02**

School: Forest Hill Section: Admin

Reports to: Deputy Headteacher – Behaviour & Inclusion

EXPERIENCE (Essential Requirements)

A minimum of 3 years previous experience of paid work within related field e.g. Education, Youth Service, Police, Social Services, Education Social Work, and Education Welfare.

QUALIFICATIONS/TRAINING (Essential Requirements)

- NVQ Level 4 or equivalent qualification or experience in relevant discipline
- Excellent numeracy/literacy skills
- Driver's Licence and access to a vehicle (desirable)

KNOWLEDGE/SKILLS (Essential Requirements)

- Comprehensive understanding of administration relevant legislation and local guidelines
- Knowledge of a range of strategies for maintaining pupils in schools and engaging them in learning and achievement.
- Understanding of the role of parents/carers and schools in relation to attendance, behaviour and achievement.
- Knowledge and understanding of national and local initiatives to develop social inclusion and to raise educational achievement
- Effective use of specialist ICT packages
- Use of specialist equipment/resources
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

Skills

- Strong IT skills including use of Word, Excel, Outlook and database entry
- Able to handle volume of work and work effectively under pressure
- Able to work quickly and accurately to deadline
- Able to organise, plan and prioritise own workload
- Ability to write clear reports and to keep concise records of work undertaken.
- Excellent oral and written communication skills

Experience

- Experience of working accurately to deadlines
- Experience of inputting and maintaining electronic data
- Experience of working in a customer-focused environment

Aptitude

- Ability to use initiative
- Ability to learn and use new systems quickly
- Able to work flexibly adapting to changes in work priorities as needed
- Able to maintain confidentiality in all circumstances
- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers
- Ability to advise managers and others correctly and in appropriate manner

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

- To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the
- service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.