



Ark Acton Academy

JOB PACK

INCLUSION ADMINISTRATOR

For a sneak peek into school life at Ark Acton Academy
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 www.arkacton.org/jobs

 3 Gunnersbury Lane, Acton, London,
W3 8EY



A Message from the Principal

Are you passionate about your career? Do you want the development and support to be exemplary? Are you driven to work with disadvantaged communities?

Our school exists to challenge unfairness.

Our mission is to ensure that:

All Ark Acton pupils leave us knowledgeable, confident and articulate young people, able to make a meaningful contribution to society, pursue careers they are passionate about, lead happy and fulfilling lives, and leave the world better than they found it.

Ark Acton is a good school, and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.



Benefits of working at Ark Acton Academy

- Twice as many training days as standard
- Weekly staff training session designed to meet the needs of the school
- Access to high-quality, regular professional development
- We offer a dedicated staff wellbeing room—a quiet space to relax, recharge and refocus during the day
- Free use of our leisure centre

We have high expectations for our pupils and our staff – but we know that by working as a team and committing to our mission we can shape the future.

Sarah Donachy





Inclusion Administrator – Job description

Reports to: Principal

Salary: Grade 7, point 14-24 (Inner London) £34,190 -£39,832

FTE. Actual Salary: £32,676- £38,069 pro rata

Start date: February 2026

Contract: Permanent / Full Time / Term-Time Only



Main purpose of the job:

In this role you will provide a comprehensive administrative support to the school's inclusion teams. This will include providing support to the Vice Principal, Assistant Principal for Inclusion, Assistant Principal for Behaviour, Pastoral Teams, Deputy SENDCo, staff, governors, students and parents. You will collaborate with the other members of the team to uphold the vision and ethos of the school at all times and build strong relationships with a range of stakeholders.



Key Responsibilities

- Establish and maintain efficient administrative systems and processes to support the Inclusion Assistant Principal and SEND Team.
- Ensure accurate records are kept for all students with an EHCP, SEND K support and in receipt of interventions but not currently on the SEND register
- Answering enquiries, sending letters and reports to parents/outside agencies
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and professionalism
- Collate information/data to inform Inclusion Manager
- Deal with situations of a sensitive nature
- Ensuring all Annual Review paperwork is completed, collated and submitted on time
- Support with ESRA applications.
- Attend, take and distribute minutes at Acton 40 meeting and multi-professional meetings as appropriate.
- Support with the administration of Access Arrangements for examinations and assessments.
- Send and organise all Alternative Provision referrals.



- Have oversight of all our vulnerable pupil tracking databases.
- Update the SEND Register and other records such as Access Arrangements lists as directed by SENDCO and Deputy SENDCO.
- Book and organise appointments and rooming for interventions and meetings
- Assist with timetabling of intervention sessions for external therapists
- Liaising with the Administration Office regarding visitors
- Distributing appointment information for interventions to individual students daily
- Collect students for specific interventions
- Maintain stationery and resources required for the department
- Assist and help set up for taster days / transition days
- Manage up to date record keeping e.g. budget, funding, census
- Engage with students in 1:1 situations with sensitivity and professionalism
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Able to create and run reports from a database
- Carry out any other duties as directed by the Principal, commensurate with the general level of responsibility of the post



Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.



Person Specification:

Qualifications

- GCSE at grade C or above in English and Maths (or equiv)



Experience

- Experience of running effective administrative systems, preferably in a school environment
- Experience of data entry into databases and other IT systems
- Experienced in using Edukey Provision Mapping software (Desirable)
- Knowledge of SEND Code of Practice (Desirable)
- Excellent communication, writing and editing skills
- Excellent organization and time-management skills
- Advanced level of proficiency with Microsoft Office
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision



Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Desired for personal development and development of the role.

Other

Essential

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.

