

INCLUSION CO-ORDINATOR PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 4 GCSE Level C and above (including Maths and English)	X					
	ICT literate with good keyboard skills	X					
	Evidence of recent continuing professional development,		X				
Skills and Experience	Experience of working with [secondary/primary] age children		X				
	Use of MS Office, including Excel and Word	X					
	Experience of working in an educational environment in a multi academy Trust or large academy.		X				
	Record of good time management skills and ability to prioritise work effectively	X					
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	X					
	Ability to relate well to students and adults in a work environment.	X					
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	X					
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	X					
	Ability to identify own training and development needs		X				
	Professional approach to duties and presentation.	X					
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	X					
Other	Hold a full driving licence.		X				
	Capacity to work during school holiday periods		X				
	A helpful, calm and organised manner.	X					

