

st Chris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

Inclusion Administrator (with responsibility for EHCP Co-ordination)

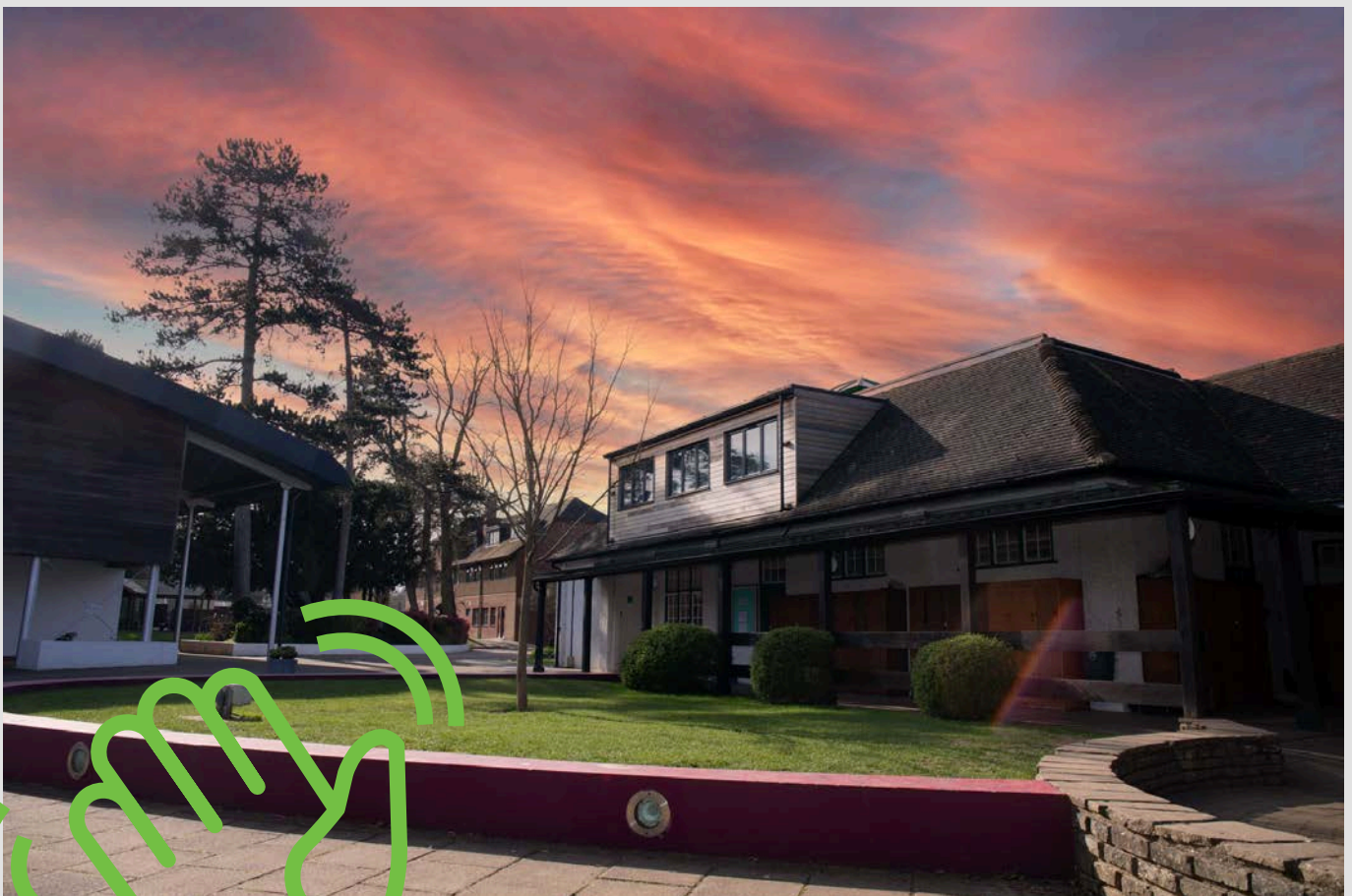
37.5 hours per week
Term Time, 36 weeks per annum

Apply by 12.00pm
Wednesday 5 March 2025

“
A dynamic and rewarding place to work.
”

Hello! Thank you for taking an interest in our Inclusion Administrator role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Inclusion Administrator

Salary

FTE £24,246 - £26,440

Actual salary £19,659 - £21,438

Point 21 - 24 of the Professional Services salary scale dependent on skills and experience.

Contract

37.5 hours per week

Term Time, 36 weeks per annum

Location

On-site, Letchworth Garden City
Hertfordshire

Life at **stChris**

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 500 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage.

St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

To support the Inclusion Strategy Lead and the Inclusion Team in all aspects of their administration. A large part of the role will include responsibility for the EHCP documentation and co-ordination of these processes. The role will be based within our specialist resource provision, Arunfield. The role will involve registration of the students based in there on a daily basis and also to act as the initial point of contact for parents, visitors and other stakeholders to the provision. There may also be situations where you are required to support a student with SEMH challenges.

Line Management Responsibility

This role will report to the Inclusion Strategy lead and have no line management responsibility.



St Chris is more than a workplace it's a community. The focus on staff and student wellbeing is unlike anything I've ever experienced.

Pam Sunner, Finance Officer

What will the Inclusion Administrator do?

Here's an overview of the Inclusion Administrator's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

- To lead on the overall administration of the EHCP process at St Chris.
- To comply with the SEN Code of Practice and the timescales within it.
- To maintain accurate records of appropriate professionals, including email database, to ensure that appropriate emails are sent to support the smooth running of the EHCP process.
- To prepare and organise the annual review cycle, including ensuring summative reports from school and other relevant professionals are collated and distributed in line with the school's statutory duties.
- To compile, in conjunction with the Inclusion Strategy Lead, a timetable for meetings for all pupils – considering the various requirements of teaching staff, parents, external professionals and other local authorities.
- To arrange interim meetings as necessary.
- To maintain an accurate and up to date spreadsheet showing the agreed progress made by all pupils against their EHCP outcomes on a 5-point scale.
- Where time-limited funding has been secured through the EHCP for an individual funding, ensure that a review is set before this funding lapses.
- To distribute dates and monitor the attendance of all invited parties at review meetings.
- To request and collate all contributions to review reports.
- To collate and distribute all documentation within two weeks prior to the meeting.
- To type the summary notes of the meetings and distribute via encrypted email.
- Under Inclusion Strategy Lead direction send letters regarding pupil places to SEN caseworkers and other professionals.
- Assisting with the admissions process where a student has an EHCP.
- To attend relevant Continued Professional Development courses to ensure future compliance of relevant regulations.
- As an initial point of contact to visitors to the provision, ensure that you maintain a professional personal appearance that is consistent with the school's ethos and values.
- To proof read all reports prior to them being issued, and ensure that the quality of the report is of a professional standard.



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- To be the key individual responsible for the registration of students within the provision.
- When required, to support students with SEMH challenges, with a calm, patient and proactive approach.
- To assist the medical team with any necessary administrative tasks as required.

Additional Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- To uphold St Chris policies to protect and safeguard pupils to secure their health, safety and wellbeing
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material. Have a good understanding of relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.





stChris

Person Specification



Qualifications, training and experience

- GCSE grade 4 or better (or equivalent qualifications) in English and Maths
- Computer literate – must be able to use Microsoft Word, Excel and Email systems.
- Knowledge and experience of working in a busy office environment and use of office equipment.
- Experience of taking meeting minutes.
- Experience of EHCP co-ordination.
- Experience of supporting students with SEMH.
- Relevant qualifications relating to SEMH
- Evidence of successful building of relationships from a wide range of people and organisations.
- Evidence of successful use of case management or management information systems to record and manage a workload.
- Evidence of successful integrated working with partner agencies and practitioners to deliver outcomes for children and young people.
- Knowledge of current safeguarding and child protection practice.
- Experience of working with young people.
- Understanding of and an interest in education.
- Experience of effective record keeping use of administrative skills.
- Experience of working with children of a primary and secondary school age.
- Experience of supporting pupils with special educational needs.

Skills and abilities

- Have a calm, patient, and proactive approach to working with students.
- Strong interpersonal and communication skills.
- Willingness to learn.
- Ability to manage own work effectively and take responsibility for own professional development.
- Developed interpersonal and communication skills (including written, oral and presentation skills).
- Be able to cope with change and meet challenges successfully.
- Team working skills.
- A liking, empathy and respect for children and sensitivity to their needs
- Ability to relate well to parents and the wider community.
- Personal presence to develop and promote high standards in all aspects of school life.

Benefits of Working at St Chris

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I love lots of things about St Chris, but my favourite thing has to be the people.

Jo Pitts, Junior School Secretary

Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

St Chris is a lot of things, all at the same time.

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.



1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

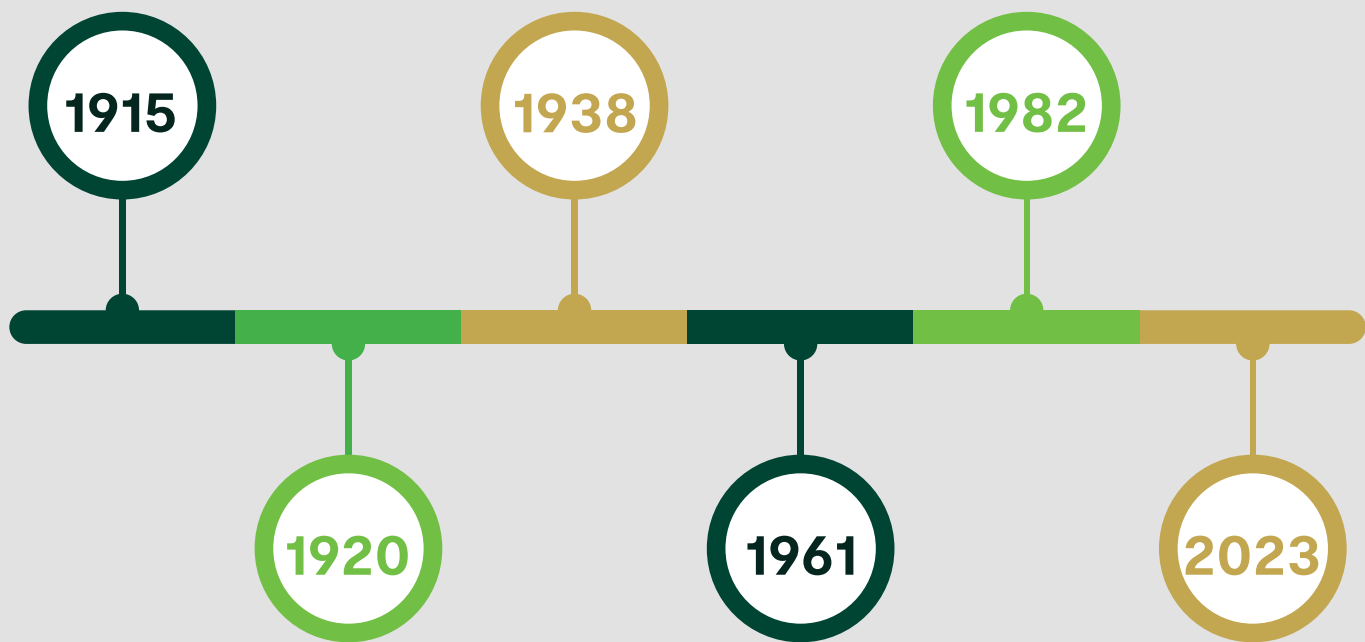
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Kirsten Rockey, Head of SEND at 01462 650850.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 12.00pm on Wednesday 5 March 2025. Interviews will take place on Thursday 13 March 2025.