



Ribston Hall High School

Inclusion Administrator

Grade: NJC scale points 8-12 £27,709 to £29,542, pro-rata £19,281 to £20,557 per annum

Hours: 30 hours per week (term-time, including INSET days)

Contract: Permanent

Closing Date: Monday 21st September 2026 at 9am

Interview Date: w/c 28th September 2026

Start Date: As soon as possible

The Trustees of Ribston Hall High School are looking to appoint a positive and enthusiastic Inclusion Administrator on a part-time basis (0.6958 FTE).

Working with the Inclusion Team, you will ensure that all aspects of Inclusion administration are dealt with in a professional, timely and accurate manner.

This role is central to ensuring that inclusion is well-coordinated, transparent, and impactful, allowing teaching and leadership to focus on improving outcomes. The post holder will be critical in supporting the school's ambition that all students achieve highly and feel a strong sense of belonging.

With excellent administrative skills and attention to detail, you will ideally have experience or knowledge of working in a school environment, although full training will be provided.

Effective organisation skills together with the ability to manage and prioritise tasks effectively are essential. The role will also include the need to communicate effectively with staff, students and parents/carers.

The salary is based on National Joint Council for Government workers scale, with access to the Local Government Pension Scheme.

To apply, please visit the school website www.ribstonhall.gloucs.sch.uk/vacancies and submit your **completed application form** via the website, **together with a covering letter (maximum of two sides of A4)** which outlines your experience and suitability for the role (CVs will not be accepted).

For an informal discussion about the role or to arrange a visit to Ribston Hall please contact Debbie Hay, Deputy Headteacher: Pastoral & Inclusion at dh@ribstonhall.gloucs.sch.uk.

The closing date for receipt of applications is 21st September 2026 at 9am. We however, reserve the right to appoint to the role before the published closing date. References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an enhanced DBS disclosure.

Shortlisted candidates will be contacted and invited to interview. Due to the large number of applications that we anticipate we will receive, we are unable to provide feedback to unsuccessful applicants.