**Student Services**

**Hours per week: 25**

**Weeks per year: 40**

**Job title: Student Services Co-ordinator**

**Responsible to: Victoria Howes**

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| * To run the school’s Truancy Call system on a daily basis to inform parents’ of absent students and establish on the first day of absence the reason why they are not attending.
* Run report of unexplained absences from Sims and check against registers to raise awareness of unknown absences.
* Generate and send Truancy Call for absent students
* Send late text messages via truancy call on daily basis.
* Monitor absence and inform Attendance Officer of concerns
* To develop links with parents but maintain discretion and confidentiality
* Receive and log on Sims absence notes / medical appointment notes from parents and file.
* To maintain a secure, efficient accurate record system of student medicines and health records held in school.
* Ensure that all medicines held in school are in date and that adequate quantities are held in school. Inform parents if / when more medicine is needed.
* Organising vaccination days, logging consent forms received from parents and issuing appointments to students for vaccinations scheduled throughout the year.
* Liaising regarding treatment plans for students with special needs
* Order and maintain first aid supplies, keep first aid kits in departments up-to-date and issue first aid kits for trips/visits etc.
* Issue new bus/coach/train passes and collect old ones to students at the beginning of each school year
* Ensure up to date student/parent information is passed onto the appropriate person for updating on to the Sims database
* To deal with lost property and send back to the owner where possible.
* Ensuring current registers are available
* Printing weekly paper tutor registers and putting them in tutor folders
* Printing fire registers monthly and taking them outside when fire alarm sounds
* Ordering and maintaining a stock of stationery items for sale to students and banking money from the sales.
* Receiving locker requests and payments for new students and issuing them with lockers
* Issuing annual renewal letters to students and taking orders and payments for the following year
* Maintaining the locker register
* Issuing spare keys when students have forgotten them and selling spares when they have lost them.
* Liaising with site staff if lockers need repair or spare keys need cutting
* Rotate First Aid responsibilities during the school week with other qualified First Aiders in school.
* Undertaking training as appropriate for personal development
* Any other task deemed necessary by Senior Management.

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