

Job Description for the Post of Student Services Administrator

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what people are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the work means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Student Services Manager.

Main Purpose of Job

To have responsibility for recording the attendance and punctuality of students and, working with students, staff, parents and outside agencies, to ensure high levels of punctuality and attendance from all students. To support the activities of the Student Services Office.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To maintain student registers using a computerised system.
3. To support school systems to ensure high levels of punctuality and attendance. This includes monitoring attendance, meeting with parents and students, communicating with parents regarding statutory action and sharing information with pastoral staff.
4. To deal with student and parental enquiries, including those relating to: signing in and out and registration; uniform; travel passes; collection of monies for trips, etc; safekeeping of mobile phones and valuables; lockers; lost property; dinner money; timetable; sickness and first aid and to contact parents as required, as requested by the Student Services Office Manager.

5. To be responsible for the school's SMS texting services.
6. To assist with the administration of school events, such as Parents' Evenings, Awards Evenings, etc, and support them where required.
7. To support the Student Services Manager to hand out and collect form registers during a fire drill/alarm situation.
8. To register student finger patterns and log parental consent forms.
9. To put Dinner Duty allowances on Staff Finger Patterns.
10. To provide administrative support for the Year 8 Residential Peak District Trip.
11. To record attendance and punctuality information on students attending college placements and other alternative education placements.
12. To maintain regular communication with staff at placement colleges and alternative education establishments, monitoring the students' general progress and communicating this information to the Deputy Head (Curriculum) or Deputy Head (Students & Staff), as appropriate.
13. To provide regular monitoring reports on punctuality and the effectiveness of sanctions to the Leadership Team.
14. To provide first aid when required.
15. To be conscious of Child Protection and safeguarding matters at all times when interacting with children and their families.
16. To undertake other duties as required in line with the grade and responsibilities of the post.

June 2017