
Sandringham School

Job Description



Job Title: Student Services Administrator
Accountable to: Headteacher through Sally Francis (Student Services Manager)
Accountable for: Students' welfare and administrative tasks
Hours: **34 hours**, term time only
Salary: H3/4
Start Date: September 2018

Background

The core work of the Student Services Administrator will be driven by Sally Francis, Student Services Manager.

Core Accountabilities

1. Providing first aid to students and staff
 2. Student Services Reception
 3. Lost property & Second hand uniform shop
 4. Administration/Secretarial support
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Key Tasks

First Aid

- Administer first aid and medical assistance to students and staff
- Liaise with parents and record student illness
- Provide Individual Healthcare Plans for those students with specific medical conditions and ensure that these are renewed annually
- Ensure that required medication is provided for students to keep in school and is in date
- Record, report accidents to the LEA, RIDOR, IDOR and deal with any issues that arise
- Stocktaking and ordering of medical supplies
- Keep a clean and tidy medical room
- Maintain records and medication for students with short term ailments
- Supply first aid kits for school trips including provision of necessary medication for individuals in attendance
- Ensure all school first aid kits are well stocked
- Liaise with the School Nurse and Counsellor and complete all required admin work, including arranging meetings and booking of rooms
- Dealing with Health & Safety and Medical issues
- Organise immunisation programmes, including booking of rooms, notifying parents, staff and caretakers, facilitating running order on the day of immunisations
- Ensure staff have regular statutory training (e.g: EpiPen) and keeping records of this
- Keep updated records of staff qualified in First Aid and ensure that this information is communicated via notices around school

Student Services Reception

- Answer telephone calls
- Deal with students who come to Student Services Reception
- Greet parents and visitors, deal with deliveries and any other enquiries
- Maintain stocks of nail varnish remover and other make-up removers
- Keep stock of second hand uniform and PE kit.
- Keep records of any borrowed uniform, including ties
- Remind students who owe money to Student Services Reception
- Log and return confiscated items
- Provide communication link between staff and students

Lost Property

- Ensure all unnamed lost property, not collected within two weeks, goes to the second hand school shop/charity shop or is disposed of.

Administration/Secretarial support

- Ad-hoc administration tasks for members of staff
- Room Bookings – daily bookings (not exam rooms)
- Organise the students attending St Marys lunch club
- Organise the counsellor's appointments
- Health & Safety administration, including attending termly H&S meetings

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.