
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: 15 hours, term time only (8.30am – 11.30pm daily)
Salary: H3 pro rata
Updated: February 2018

Background

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

Core Accountabilities

1. To complete and produce the daily absence report
 2. Student Services Reception
 3. Lost property & Second hand uniform shop
 4. Provide first aid to students and staff
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Key Tasks

Absence Reporting

- Complete and produce daily absence report
- Handle requests for authorised absences

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
- Provide communication link between staff and students

Lost Property

- Ensure all named lost property is returned to students/logging of lost property

First Aid

- Administer first aid to students and staff
- Liaise with parents and record student illness

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.