



Job Description

Job Title:	Student Services Administrator
Department/Group:	Associate Staff
Hours of Work:	<ul style="list-style-type: none">• Term Time Only• Monday to Friday• 8.30am – 3.30pm

Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Responsibilities and Accountabilities:

Casual Entrants

1. To receive casual entrant information from Admissions Officer and test results from Learning Support.
2. Input student class details in SIMS to allocate timetable using curriculum knowledge to identify best fit for student and subject/teacher/class size.
3. To advise Heads of Year before casual entrant interviews as to which part of the curriculum students can be placed, and which languages and options are available to them. To evolve (annually) and provide form with current situation for completion at each meeting.
4. To obtain information from Heads of Department as to which classes they want students in.
5. To inform teaching staff of imminent arrival of new student and provide with relevant information (timetable and test result sheet).

Options

6. To manage all Options matters including the 6th Form.
7. To advise Headteacher, Deputy Heads, Heads of Year and Heads of Department on all options matters.
8. To manage the Options process for Year 12, setting up Options and advising Administrator.
9. To manage Year 8 second language choices advising Deputy Heads, Heads of Year and Heads of Department.
10. To facilitate the identification of those who will study just one language in Year 8 through liaising with Head of Year, SENCO and Student Support Hub.
11. To generate the series of second language selection forms (six), arrange distribution to the correct students to be sent home and collate information on a spreadsheet on return.
12. To lead the preparation of Options Brochures and forms for Years 8 and 9, checking and updating existing information and collecting new information. Ensure the brochures are copied and distributed on time.

13. To organise and manage the Year 8 and Year 9 Interview Days including preparing appointments and associated letters for each student. Mail merge details and produce appointment lists for staff. Liaise with relevant staff to ensure venue is prepared, and room changes are in place etc.
14. To organise Options Assemblies for Deputy Head for each year group, collecting information from Heads of Department.
15. To liaise with SENCO and Inclusion Manager regarding which students will not take a language in Year 9 and arrange for those students to receive a separate Options form.
16. To prepare and send letter to above parents for meeting on Options Evening with SENCO and Inclusion Manager.
17. To organise Parents' Information Evenings for Options, co-ordinating other staff and any necessary resources.
18. To transfer the three year groups of student option details from SIMS Options to SIMS, checking for and advising the Deputy Head of any mistakes.
19. To interview students with mistakes and clashes, advising on options available, and support them to complete a new options form.
20. To guide students with options clashes to help them decide which options to choose.
21. To interview students when they want to make changes, discuss possibilities with them and advise of next steps and update options programme as and when necessary.
22. To manage the procedure for changes to Options groups, by producing standard slips for students to take to Heads of Year, teachers and parents, who sign to confirm their agreement to the change.
23. To make agreed timetable changes in SIMS and copy new timetable to student and appropriate staff.
24. To give teachers lists for checking from June to September. On return, to input information into the following Year group's curriculum in SIMS.

Curriculum Management

25. To make agreed timetable changes in SIMS and copy new timetable to student and appropriate staff.
26. To move students in and out of alternative provisions within the timetable throughout the year.

Equipment Shop

27. To run the equipment shop selling stationery, calculators, exercise books and print credits handling cash and via ParentPay.
28. To reconcile the cash collected and pass to the Finance Team, ensuring the safe and secure handling of cash as per agreed financial procedures.
29. To monitor, and maintain stock levels for the shop, reordering as required as per agreed financial procedures.
30. To record every transaction for auditing purposes, adhering to agreed financial procedures.
31. To liaise with other staff regarding ParentPay to ensure students receive equipment ordered for them via this method.

General Admin

32. To provide admin support for the Deputy Headteachers including meeting organisation, liaising with other stakeholders, creating documents, and filing.
33. To support the school with social media platforms, including being responsible for posting news items under the direction of the Communication Lead.
34. To support wider administration under the direction of the Admin Team Leader.

Contribution to the whole life of the school:

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Headteacher, Associate Headteacher or Director of Business.

Line Management

All Associate Staff will be line managed by the Line Manager and Managed by the Director of Business.

Last Updated: January 6, 2021