



PHILIP MORANT

SCHOOL & COLLEGE

JOB DESCRIPTION

JOB TITLE: Student Services Administrator

NAME:

RESPONSIBLE TO: Senior Administrator School and College

MAIN JOB PURPOSE: To be the first point of contact for students and provide administrative support to staff

GRADE: LGPS Band 2

HOURS: 35 hours per week (8.00 am to 3.30 pm Monday to Friday)

WEEKS: 40 weeks (term time + five training days and one week in the summer)

MAIN DUTIES:

1. Medical room - administer first aid to students, staff and visitors. Liaise with parents & carers to inform them if their child has received first aid
2. Ensure attendance sheets are available and monitor students when signing in and out, asking for confirmation of appointments etc.
3. Deal with queries from students, staff and visitors. Liaise with members of the public when necessary.
4. To update the attendance line, as required.
5. Set up and issue student/staff/visitor cards, dealing with any issues that arise.
6. Administer the ParentPay systems within school – liaise with staff, students and parents where necessary and adding new staff and students as and when required.
7. Assist with student filing.
8. To delegate and supervise administrative duties for Duty Student.
9. Free School Meal administration - keep SIMS updated regarding eligibility.
10. Liaise with outside agencies as and when required
11. Sell school uniform/padlocks/calculators/planners.
12. Residential trips administration - collect forms for School trips/activities, collect passports and EHICs for overseas trips.
13. Maintaining petty cash/ Loomis cash collections (support)
14. Assist with the immunisation programme.
15. Any other tasks assigned by the Senior Administrators.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of any Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Signed (postholder)

Signed (line manager)

DATE:
