**Job Description**

**Job Title:** Student Administrative Officer

**Responsible to:** School Business Manager

**Grade:** H3 (pro-rata)

**Hours:** 35 hours per week plus 5 days

8.30am – 4.00pm (Monday to Friday)

**Date:** March 2016

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

**Job Purpose**

To provide a general service for students and to work as part of a wider support team to meet the needs of students and staff and carry out other duties as required.

**Personal and Professional Standards**

* To support the aims of the school
* To be a role model in terms of professional dress and appearance, punctuality and attendance
* To use the performance appraisal process for support staff to take responsibility for own personal and professional development
* To share the school’s commitment to safeguarding and promoting the welfare of children and young people
* To be aware and comply with all relevant policies and procedures within the school
* To participate in training and other learning activities commensurate with the post
* To be first-aid trained (full qualification) or attend appropriate training
* To attend and participate in meetings as required

**Student Attendance**

1. To create and issue ‘manual’ registers and put into register folders at the end of each week, take out previous week and file
2. To check am registration has been completed on SIMs by the form tutor, if not check the pink copy and manually put the marks onto SIMs. Email all ALAs of registers that are not complete
3. To oversee the signing in/out books and update SIMs as required
4. To monitor and compile statistics regarding student attendance
5. To follow up on student absence as and when required

**First Aid/Medical Rooms**

1. To administer first aid to students as required
2. To liaise with the school nurse in organising medicals and inoculations
3. To provide information to the school nurse as required
4. To manage the defibrillator including organising training for first aiders
5. To secure student medication and contacting parents/carers when stocks are running low and update photographs in staffroom
6. To manage and update the First Aid Rota
7. To monitor and order medical supplies as required
8. To manage the renewal of staff first aid qualifications
9. To meet and greet parents/carers as required

**Free School Meals**

1. To keep the Catering Manager informed of students on Free School Meals

**Transport**

1. To deal with the signing in sheets for late buses, updating SIMs as required
2. To email staff if buses are late in the morning
3. To liaise with Marshalls Coaches at the end of the day if the buses are delayed
4. To keep a record of students travelling on Marshalls Coaches
5. To liaise as appropriate with all school buses (Luton, public routes, 364 and Bovingdon). e.g. to notify of any school closure, term dates etc.

**Student Records**

1. To issue and update all data collection sheets
2. To maintain student (medical) records appropriately
3. To ensure that the student database is maintained up to date
4. To manage the transfer of records for students who leave

**Student Reception**

1. To assist students and parents/carers throughout the school day
   1. on-going contact with parents/carers who bring in forgotten items for students
   2. distribute notices to students as required

**Compiling Data for Trip Leaders - Off-Site Visits**

1. To issue the appropriate risk assessment forms to trip leaders
2. To issue data collection sheets as required
3. To keep a copy of the permission slips
4. To keep a summary of contact/medical information
5. To prepare first aid kits as required for off-site visits/trips
6. To provide any necessary medical and other relevant information

**Lockers**

1. To manage the process of student lockers (the current system will be reviewed in the Autumn Term 2016 with a view to formulating a new system for Year 7 students starting in September 2017)
2. To organise the positioning and allocation of student lockers each academic year in liaison with the SLT link who organises the form tutors
3. To distribute locker keys to new students and when keys have been lost or forgotten

**Lost Property**

1. To manage lost property and the re-issuing of items to students
2. To dispose of lost property every two weeks

**Uniform/School Shop**

1. To organise the storage of second hand uniform
2. To manage all aspects (including the ordering) of the school shop stock including conducting stock takes
3. To order stock replacement as required
4. To collect money where appropriate and pass to finance who then issue ticket to student
5. To sell subject equipment (mathematics, geography and RE etc. including equipment for pupil premium students)
6. To co-ordinate the Year 6 into 7 Uniform Sale in July
   1. order all new Year 7 books and equipment as directed by the Year 7 Achievement Leader and Subject Leaders
   2. organise staff helpers
   3. liaise with Stevensons and Peter Spivey

**Other**

1. To organise the production, content, distribution and ordering of student/staff planners annually
2. To collate all accident and violent incident forms and pass to the School Business Manager (SBM)
3. To issue data collection sheets annually in September
4. To support (as required) in a ‘emergency response’ situation
5. To support if the fire bell sounds by:
   1. Taking out ‘upper school’ form lists
6. To collect and count supermarket school vouchers as appropriate
7. To manage the bus screen at the end of the school day in liaison with SLT
8. To work as a team with the School Reception Coordinator and Administrative Assistant
9. To sell tickets for school events as required
10. To carry out any other task as requested by the line manager or Headteacher

**Person Specification**

**Job Title:** Student Administrative Officer

**Grade:**  H3

**Hours:** 35

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| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| **Skills**  Ability to work in an organised and methodical way  Ability to work accurately to deadlines  Ability to work under pressure, whilst continuing to prioritise and perform effectively  Excellent written, verbal communication and ICT skills  Ability to work develop and maintain positive working relationships with other team members | Well organised and highly motivated | Application form and selection process |
| **Knowledge and Understanding**  Understanding office roles and responsibilities and your own position within these | Appropriate knowledge of first aid  To be aware of policies and procedures relating to child protection, health and safety, security, confidentiality, e-safety and data protection | Application form and selection process |
| **Qualifications/Training**  Participate in development and training opportunities | Appropriate administration/first aid qualifications | Application form and certificate(s) |