

JOB DESCRIPTION

Job Title:	Student Support Administrator	Reporting to:	Operations Manager
Location:	Jewellery Quarter Academy	Annual salary:	Grade 3a Pts 9-15 £26,409 - £29,093 (£23,095 - £25,442 pro rata)
Contract type:	Fixed term until 31st July 2025	Hours of work:	TTO (37.5 hours per week)

Job Purpose and Responsibilities

- Support the inclusive ethos of Jewellery Quarter Academy. The Student Support Administrator will be responsible for supporting the Administrative, SEND and Pastoral teams as well as other aspects of Student Support. They will effectively provide administrative support in the coordination of the provision of attendance, pastoral, inclusion and SEND support within the school.
- The role requires an understanding of SEND practices, exceptional organizational skills, and the ability to work collaboratively with staff, students, parents, and external agencies.
- Support with the administration for various teams.
- Provide first aid to students when required
- Liaise with the medical and administrative team to support the student services aspect of the school office
- Assist with producing letters of concern and supporting with daily absence alerts as well as punctuality
- Assist with producing certificates to praise positive attendance and using SIMS to praise those students with 100%
- Assist with registers being taken accurately in the event of a Fire Drill.
- Carry out home visits and meetings with parents/carers and students where intervention and support is needed
- Maintain accurate records of phone calls and home visits to parents and students.
- Be the first point of contact for student enquiries
- Assist with Pastoral paperwork as reasonably requested
- Provide administrative support, such as arranging meetings, maintaining accurate records, and managing communication channels.
- Collaborate with the SENDCo to keep and maintain accurate medical information

- Collaborate with teachers, parents, and external agencies to gather relevant information about students' specific needs.
- Foster positive working relationships with staff, parents, students, and external agencies involved in Student Support services.
- Collaborate with teachers and other relevant staff members to ensure effective communication where necessary.
- Stay up to date with current legislation, policies, and best practices related to the UK education system.
- Attend relevant training sessions and conferences to enhance knowledge and skills in supporting students.

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation. Jewellery Quarter Academy is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

Performance Standards

- To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	