



## Job Description

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<b>Post Title:</b>	Student Office Manager
<b>Responsible to:</b>	Senior Deputy Headteacher
<b>Grade</b>	S6 £25,927 - £27,514
<b>Principle Responsibilities</b>	<ul style="list-style-type: none"><li>• To provide administrative and general support on behalf of the whole pastoral team</li></ul>
<b>Main Duties</b>	<p>The post holder will be required to:</p> <ul style="list-style-type: none"><li>• Administration duties on behalf of the Senior Leadership team, pastoral team and teaching staff</li><li>• Administration of all exclusion documents, liaise with appropriate outside agencies and arrange relevant meetings</li><li>• Manage support staff in the student office</li><li>• Assist the DSL with confidential administration</li><li>• Create and maintain medical care plans ensuring that up to date information to all relevant staff</li><li>• Arrange and communicate meetings with social workers and external agencies under the DSL's instructions</li><li>• Undertake administrative duties for the SENDCo and support 21</li><li>• Work with the Deputy Headteacher to coordinate and arrange for new pupils and parents to visit the school and make necessary arrangements for admission to the school</li><li>• Manage transitions and admissions and appeals for the Academy</li><li>• Liaise with parents/staff in relation to children that are unwell</li><li>• Act as a point of contact for students requiring assistance during the school day</li><li>• Provide a pupil parent liaison service</li><li>• Provide a liaison service with outside agencies</li><li>• Respond to queries from staff, parents and pupils</li><li>• Provide general clerical support for photocopying, filing, emailing, completing forms and responding to routine correspondence</li><li>• Undertake IT based tasks including the accurate production of letters, reports and schedules and operate</li></ul>

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relevant equipment/ICT packages including integris, classcharts, parent pay and the admissions portal

- Produce lists/information/data as required
  - Create and send letters to parents, stakeholders and outside agencies
  - Liaising with linked schools and parents to arrange visits to school, and all necessary administrative related work
  - Arrange emails to staff regarding student concerns/needs – including updating EHCP paperwork
  - Maintain good relationships with staff and work together as a team
  - Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate named person and have a good awareness of these policies and procedures
  - Send out correspondence when required and general admin of the systems. Including daily checking and distribution of inbox items
  - Support in the administration of Parent Pay, dealing with financial queries from parents. Which includes providing a cash and cheque collection service to pupils
  - Maintain accurate accounting records for school trips and activities
  - Support with the online free school meal portal
  - Assist with managing pastoral communications
  - To act as a First Aider
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**Personal Responsibilities**

The post holder will:

- Support the Academy in ensuring that communication within the Academy is effective
  - Support staff when required
  - Participate in performance management, coaching and CPD
  - Contribute to the school ethos, aims and the development/improvement plan
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**Stakeholder Responsibilities**

- To act as a role model for students by demonstrating own high-quality conduct and expectations
  - To communicate any issues/concerns to the relevant person
  - Follow up on any communication from parents/carers where appropriate.
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**Accountability**

- To regularly review own practice, set personal targets and take responsibility for own personal development.
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<b>Strengthening communities</b>	<ul style="list-style-type: none"> <li>• Possess a 'can do' approach to departmental/school improvement and excellence</li> <li>• Be an excellent communicator</li> <li>• Work positively and in partnership with parents, governors and the community</li> <li>• Support Biddick Academy's climate for learning.</li> </ul>
<b>Generic Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Be an excellent role model for students and staff</li> <li>• Contribute to the wider life of the Academy</li> <li>• Attend Academy events and activities</li> <li>• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</li> </ul>
<b>Notes</b>	<p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory enhanced disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.</p>

