

Job Description for the Post of Student Services Administrator: Events & Admin

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The post-holder will be responsible to the Head through the Student Services Manager.

Main Purpose of Job

The main purpose of the job is to support the work of the Student Services Office; to provide support for all school events and general administration; and to work with other administrative and technical staff.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To provide administrative support for school events, eg Scene Setting meetings, transition events, work experience & careers events, options evening, gifted and talented activities, etc.
3. To prepare and provide administrative support for and to attend Parents' Evenings.
4. To provide cover on the Student Reception as and when required.
5. To use the school-to-parent messaging services as required, communicating regarding homework concerns, etc.
6. To deal with student and parental enquiries, including those relating to: signing in and out and registration; uniform; travel passes; collection of monies for trips, etc; safekeeping of mobile phones and valuables; lockers; lost property; dinner money; timetable; sickness and first aid and to contact parents as required, as requested by the Student Services Office Manager.
7. To help create an interesting and informative learning environment by the use of display.
8. To undertake statistical analysis where necessary.
9. To type and word process, including inputting of data.

10. To provide administrative support for school trips including Y8 Peak Week.
11. To provide departmental administrative support as required.
12. To be conversant with the computer based administration system (SIMS) operated within the school.
13. To photocopy and file as required.
14. To ensure school signage is updated as and when required.
15. To undertake training where necessary in accordance with the school's aims for continued professional development of all staff.
16. To support the Student Services Manager to hand out and collect form registers during a fire drill/alarm situation.
17. To provide first aid when required and assist with students' medical needs.
18. To be responsible for the assigning and collection of laptops and internet equipment to students, ensuring all students can complete remote learning, and maintain an inventory of laptops and equipment, reporting to the relevant people.
19. To undertake other duties as required and in line with grade and responsibilities of the post.

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