

## **Pupil Services Officer Job Description**

### **Key Purpose of the Role**

To be the local point of contact for all school administration for parents, pupils, and staff.

This role is graded at St Christopher's Pay Scale grade 2.

### **Line Management**

1. Pupil Services Lead
2. Day to day: Headteacher

This post has no line management responsibilities.

### **Key Roles and Responsibilities**

#### **Public Face and Family Support**

- To positively represent the academy to all visitors, which will include:
  - Being the friendly point of contact for all front of house duties
  - Promptly and politely answering the telephone, directing queries, and providing support
  - Providing a friendly welcome and hospitality for visitors
  - Conduct tours of the academy, to prospective new families, if required
- Support any potential lettings

#### **Pupil Support**

- Uphold and contribute to the academy's safer school culture in accordance with the latest Keeping Children Safe in Education guidance and the academy's safeguarding policy.
- Be responsible for the accurate and timely maintenance of pupil records, to include:
  - BROMCOM, Free School Meals & hard copy pupil records
  - Pupil attendance, including absence requests
  - Administer and maintain records of all pupil needs (Special diets/Medical/Photographer)
- Undertake pupil admissions processes
- Undertake pupil leavers processes
- Working with the relevant bodies, undertake the necessary work and communications to monitor pupil attendance
- Maintaining the academy's Single Central Record for the local governing body members, volunteers & contractors

#### **Staff Support**

- To provide administration support to the Special Educational Needs Coordinator (SENCo) and DSL/DDSL
- Ensure accurate pupil records are maintained in BROMCOM, by meeting with the SENCo and Pupil Premium Group (PPG) lead on a regular basis
- Assist Headteachers with the administration of pupil data submissions
- Support the academy by keeping the staffroom stocked, displaying required information and in keeping it a welcoming environment for staff

#### **Operations Liaison**

- To complete local requisitions for academy purchases, as required and pass them on to the Finance Team, in line with their administrative processes
- Liaising with finance team (requisitions and deliveries)
- To be the first point of contact for all local IT issues, and be the onwards liaison with the academy's IT contractor
- Liaising with the Estates Lead for all property related issues and administration

**Administration**

- Be responsible for office administration and monitoring stock levels for the academy
- Preparing (if required) and distributing academy communications including letters, texts and the newsletter
- To provide regular and proactive administration of the academy's website, if required
- To be responsible for administration in relation to school trips
- To provide administration for intermittent school run clubs taking place after school e.g. football club, craft club etc

**General Notes**

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

Although the post is based at the local academy, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

**Acceptance of this Job Description**

<b>On behalf of St Christopher's C of E (Primary) Trust:</b>	<b>On behalf of the Employee:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>