

## Job Description

<b>Title of post</b>	<i>Student Services Admin Assistant</i>
<b>Salary</b>	NJC C/D SCP 3 – 6 £24,796 to 25,989. Actual Salary £3,940.76 - £4,130.37 per annum.
<b>Hours of work</b>	7 hours per week worked on a Friday (term time only plus 1 training day)
<b>Line manager and responsible for reviews</b>	<i>Attendance and Student Services Manager</i>

### Purpose of the Post

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

### Main Duties / Key Responsibilities

#### Clerical/Administration – Student Services

- Support maintenance of registers, collate attendance statistics and follow-up absences as agreed with Attendance and Student Services Manager.
- Be a point of liaison between parents, students and teaching staff.
- Provide information to individual groups of students as required.
- Support maintenance of student files, together with any associated collation.
- Collate notices for the daily student bulletin.
- Assist with arrangements for parents' evening, open evenings, celebration gatherings and other events.
- Any other admin tasks as directed/supported by Attendance and Student Services Manager.

#### General

- General administrative and filing duties.
- Stationery orders.

#### Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

#### Health and Safety

- To be aware of and implement your safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks*



*but sets out the main expectations of the role  
in relation to the post holder's professional responsibilities and duties.*