



# St Edmund's Catholic School

## Job Description



I can do all things with the help of God who strengthens me. Philippians 4:13

**JOB TITLE:** Student Services Administrator  
**REPORTS TO:** Office Manager  
**GRADE:** Band 4 with Progression onto Band 5

### JOB PURPOSE:

Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality. Maintenance of student database, admissions, target tracker and dealing with correspondence. Supporting with student medical issues and student enquiries.

Work under own initiative to ensure workload is prioritised and efficiently completed.

### KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

### PRINCIPAL RESPONSIBILITIES/DUTIES

- Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times for the Senior Management Team.
- Maintenance of student database, family contact details.
- To answer and direct telephone enquiries from staff, pupils, parents/carers and the general public.

- To be the main point of contact for all student enquiries, including the printing of timetables, making of telephone calls and the loaning out of sports hire equipment e.g. table tennis equipment and footballs.
- Provide administrative support eg photocopying, typing, filing, collation of pupil reports, receiving deliveries, co-ordination of Office Runners and co-ordination of in-house messages to students/staff.
- Production of Year 11 Leavers Booklet in co-ordination with Year 11 Head of Learning.
- Provide analytical data to staff, parents and outside agencies.
- Inputting of clubs/trips onto SIMS and production of monthly powerpoint to staff on club attendance.
- Scanning of Year 11 pupil files.
- Co-ordination of mini bus bookings.
- Distribute staff/departmental mail, opening if appropriate.
- Responsibility for booking all training courses and conferences and the accurate up-keeping of the CPD training record in conjunction with the SMT Lead.
- Provide First Aid support as required.
- To assist in the production of Celebration Assembly Powerpoint presentations and certificates.
- Collection, checking and banking of cash (e.g. school uniform money).
- To assist with uniform sales during break/lunch/after school and keeping of stock in admin office.
- Upkeep of lost property cupboard.
- Report student and school issues in line with the School's policies for health and Safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- To attend the transition evenings at the end of June/beginning of July to assist in the selling of school uniform.
- To organise and produce/edit a half-termly newsletter.
- Take photographs when requested.
- When requested, send Text/Email messages via the School's Edulink system.
- Attendance at the
- Any other duties as directed by the Headteacher or Office Manager.