



## Job Description – Student Services Manager

Job title	<b>Student Services Manager</b>
Grade	<b>Grade 3 (Points 9 - 22)</b>
Responsible to	<b>Vice Principal</b>
Effective from	<b>ASAP</b>

### **Summit Learning Trust Mission Statement**

Success through Endeavour  
Ambition through Challenge  
Strength through Diversity

### **Role Purpose:**

- The Student Services Manager is to enhance the student and parent experience.
- Work flexibly on a variety of tasks according to the school's needs and undertake tasks or duties that may not be covered in this job description.
- Contribute to improved attainment and progress of all our students.
- Support school policies, routines, codes of conduct and the ethos of the school.

### **Main Duties and Responsibilities:**

- Manage the day to day running of Student Services.
- Line manage the Student Services Officer.
- Lead on the creation and implementation of medical care plans, including communication with staff, parent/carers & external agencies.
- Ensure accurate records are kept regarding medication of students.
- Lead on health programmes within school, eg. immunisations.
- Liaise with school nurse and organise visits.
- Work closely with the Pastoral/Attendance/Welfare teams and raise any immediate concerns.
- Ensure all incidents of first aid are responded to and logged.
- Complete audits regarding uniform and medication.
- Ensure stocks are replenished of first aid and uniform supplies.
- Assist pastoral team in providing appropriate interventions with students as and when required.
- Liaise with Parents/carers as necessary.



- Develop and maintain working relationships with other professionals understanding the roles and responsibilities of others within the school.
- Participate in staff briefings, staff meetings and whole school meetings as appropriate.
- Participate in whole school training, including INSET days.
- Work flexibly to support the school's needs, this may include the need to work beyond the confines of the normal working day.
- Work outside the immediate role and team as necessary to ensure the smooth running of the school, including exam access provision.
- Adhere to and promote all school policies.
- Participate in the school's programme for Annual Appraisal.
- Promote the care and maintenance of the school's resources and premises.
- Undertake the variety of tasks which spontaneously arise, while responding to the individual needs of the child/children.
- Attend professional development and training, disseminating information and training others as appropriate.
- Any other duties as deemed necessary by the Principal or Senior Leadership Group.

### **Safeguarding**

- Cockshut Hill School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

### **Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade to ensure the smooth running of the school.
- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	