



**Location:** The Bolsover School, Mooracre Lane, Bolsover, Chesterfield, S44 6XA

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

**Hours of work:** 37 hours per week, term time + 1 week

**Responsible to:** Operations Manager

**Post objective:** To effectively manage the Student Services reception meeting the needs of the students whilst maintaining various student related systems.

Main Duties and Responsibilities:

- To manage the Student Services reception meeting the various needs of the students and staff, this may include sales of stationery, issuing of various documents/timetables.
- Maintain accurate stock sheets and financial statements in relation to stationery stocks held for sale to students and student lockers.
- To be the responsible officer in charge of the school First Aid provision, ensuring accurate records are maintained and that school's Health and Safety policy and Accident Reporting Systems are followed at all times.
- To administer first aid to students, staff and visitors as and when required
- To administer student travel arrangements including the issuing of student bus passes and b-line cards.
- To organise and oversee annual student photographs in school.
- To maintain the administration of the School Free Meals system.
- To attend to the distribution of student mail via the form wallets.
- To administer and issue student passes.
- To liaise with staff in relation to students attending Remove/DRiC and to supervise students in Remove on a daily basis during Tutorial.
- To plan and supervise student vaccination programmes taking place in school through liaison with health professionals.
- To operate all computer based and manual administrative and clerical systems within the school in a secure manner and provide appropriate support for new systems to the meet the delegated responsibility of the school under the Education Reform Act.
- To take part in the School Performance Management/Development Review System.
- To undertake any training considered relevant to the post.

- To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the job, as delegated to you by the Operations Manager.

General

- Liaison with other departments and support staff over matters relating to House Support and whole -school issues.
- Attendance at staff meetings and INSET activities where relevant.
- Assist with supervision of students outside the classroom, including lunchtime duty, where requested.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Literacy & Numeracy at Level 2 IT including Microsoft Office	Full Clean Driving License First Aid at Work
<b>Experience</b>	IT including Microsoft Office Customer Service	A knowledge of child Protection and Safeguarding regulations Experience in working with young people Previous experience of working in an administrative role and environment Knowledge of basic General Data Protection Regulations
<b>Qualities / Professional Attributes</b>	Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public. Have a commitment to collaboration and co-operative working Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill. Demonstrate the positive values, attitudes and behaviour they expect from children and young people. Self-confident Hardworking and enthusiastic Flexible Open and responsive	Willingness to be an active member of the school community supporting extra-curricular and charitable events.

	<p>Approachable An ability to maintain strict confidentiality and discretion at all times Enjoys working with young people Reliable with excellent time keeping and attendance record Ability to be adaptable to the changing needs and requirements of the post Totally Trustworthy Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines  Ability to work independently and as part of a team Able to follow Trust policies at all times A good sense of humour</p>	
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