
JOB DESCRIPTION

Job Title: Post-16 Student Services Officer and Administration support
Grade: B3 SCP 7-11
Reporting to: Assistant Principal i/c P16

Purpose of the Post:

The purpose of this post is to provide high quality administrative support to the pastoral team of EHCBS. This is an important role which will require the successful candidate to work diligently to provide high quality administrative support for students, potential students, staff and parents. Student services will assist with the tracking of the attendance of students, support the application process for the 16-19 student bursary, support the application process for students wishing to study at EHCBS and also undertake routine general clerical and administrative support. This will be an outward facing role which will focus on supporting current and potential future students of EHCBS, therefore an ability to form positive and purposeful relationships with young people is essential. This role is central to our mission of providing the best possible environment for our young people to flourish. This is an outstanding opportunity for a person who wishes to be fully involved in raising the aspiration and achievement of young people in the communities we serve.

Responsibilities:

- Maintain accurate student attendance records and produce reports as needed.
- Register late students and maintain attendance records throughout the day using SIMS.
- Follow up missing students to ascertain their whereabouts.
- Co-ordinate applications, interviews and references for external applicants to EHCBS.
- Co-ordinate the Year 11 interview process.
- Undertake routine financial administration to support the 16-19 student bursary.
- Provide administrative support for the Year 12 transition process, including co-ordinating SEND information and CTF files.
- Support with any administrative needs of the careers process at P16.
- Assist with administration relating to trips, visits, enrichment and guest speakers.
- Amend/update student records on the academy database when necessary.
- Produce reports on new student applications as and when required.
- Manage student requests for absence in school time.
- Produce weekly reports as required to support the pastoral and tutorial systems.
- Cover registered study where necessary.
- Provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks.
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support equal opportunities policies.
- Contribute to the overall ethos/work/aims of the academy.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- To undertake any other duties as required by the Assistant Principal or Principal and that are commensurate with the job evaluation outcome for this post.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
5 GCSE Grade C/4 or above (or equivalent) or relevant Level 2 qualification	E
Willingness to undertake First Aid training	D
Knowledge and Skills	E/D
Computer literate and word processing skills.	E
Ability to work on own and part of a team.	E
Excellent communication Skills.	E
Ability to keep accurate records.	E
Excellent interpersonal skills.	E
Use of Microsoft Office applications	E
Experience	E/D
Experience of dealing with young people in an educational setting.	E
Experience of dealing with young people in a Post 16 educational setting.	D
1 year administration experience.	D
Experience of SIMs data base	D
Experience of UCAS progress, UCAS and administration of the 16-19 student bursary	D
Personal Qualities	E/D
A passion for education and making a difference.	E
Excellent communicator.	E
Effective team member.	E
Drive and determination.	E
Ambition.	E
Energy, enthusiasm, sense of humour.	E
Flexible (willingness to contribute to the wider support team when required)	E
Friendly and calm disposition.	E
Continuous Professional Development	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
Enhanced DBS Clearance	E

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