ARTHUR MELLOWS VILLAGE COLLEGE

JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE:	**STUDENT SERVICES**

RESPONSIBLE TO:	**PAs TO HEAD OF COLLEGE**

LINE MANAGEMENT RESPONSIBILITY:	**NONE**

BUDGET:	**NONE**

NON TERM TIME WORKING COMMITMENT:
- 10 days
- It is desirable that 10 additional days are worked within the Summer holiday period, actual days to be negotiated with line manager in accordance with the needs of the College

OVERALL RESPONSIBILITY:

1. To assist in the effective and efficient running of the school.
2. To act as the first point of contact with students to deal with queries or concerns for organisational matters.
3. Maintain computerised attendance records for all pupils. Review and analyse data and prepare various reports highlighting areas for attention. Prepare pupil attendance reports, punctuality reviews and summary absence printouts upon request.
4. To input information into school software management systems.
5. To act as a first point of contact in school for students, visitors, staff and parents.
6. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures.

SECTION 1 - DUTIES:

1	To prepare reports for the Senior Management Team / School Census.
2	Deal with complex Student Reception matters and provide associated advice to staff and students in relation to the options available in the circumstance. Resolving problems in a timely manner.
3	Monitor day to day input into school information system and prepare reports where required including for external agencies.
4	Provide efficient administration and management of the wide range of data as supplied to, and used by the School including data associated with cashless catering, Sims Behaviour and Sims.
5	Co-ordinate information for pupil transfer, respond to enquiries, both verbal and written.
6	Enter data and monitor attendance statistics for study payments in accordance with laid down procedures.

7	Print off class and tutor registers when required, eg for supply teachers without a school laptop or for a computer systems failure.
8	To ensure reports are collated and communicated to staff regarding Sims behaviour, Cashless Catering etc.
9	Provide staff and pupils with relevant information as requested including timetables.
10	Produce typed documentation to a high standard using relevant IT resources (spreadsheets, word-processing and databases)
11	Undertake general secretarial / receptionist duties – acting as first point of contact for the school, responding to enquiries and passing appropriate messages / information to staff including exclusion and admissions administration.
12	To operate the telephone system within the College.
13	Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges.
14	Assist in the general maintenance of records and data.
15	Support the administration of departments and the Senior Leadership Team with good general word processing skills and general secretarial help.
16	Support and aid the opening and distribution of formal, and informal communications in the school, both paper and electronic, internal and external.
17	To provide First Aid care and support for students, staff and visitors as required.
18	Work with others in updating and producing all forms of College information.
19	Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
20	To assist with hospitality arrangements for all functions within the College. Specifically providing refreshments for visitors, internal meetings, training sessions etc. To include clearing refreshments and tidying room at the end of the session.
21	To action all reception duties as required.
22	To receive and forward all communications.
23	Use of software packages used within the College.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.

2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

Other Tasks

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually 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 College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	