



## Student Support Administrator Application Pack

**Application Forms**

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Tel: 01628 625308 | Fax: 01628 782257

## Student Support Administrator To start as soon as possible

Permanent, full time, Monday to Friday, term time only  
37 hours a week, start time Monday to Thursday 8.30am, finish time 4.30pm, Friday finish at 4pm (includes a half hour unpaid break). Flexibility of start and finish times may be considered for the right applicant  
Actual salary £18,260 - £19,380pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

This is an exciting new role supporting our school pastoral team who are dedicated to the safety and wellbeing of all students. The successful applicant will be providing high quality administrative support to our pastoral and safeguarding teams and Heads of Houses, helping ensure all pastoral, behavioural and child protection interventions are managed safely and effectively. This requires effective management of a central database of vulnerable students ensuring data is stored securely and is readily accessible. Another important role is managing "callouts" which involves taking calls from staff requiring behaviour support and ensuring they are effectively logged, triaged, and passed on to the relevant members of staff on callout duty. Other responsibilities include facilitating the organisation of annual student injections, organising the running of year group photo sessions, inputting parent evening data and managing Free School Meal applications.

We are looking for someone who has excellent communication skills, attention to detail, understands the importance of confidentiality and who would embrace the acquisition of new skills and acquiring new information in relation to the education sector and student well-being. If you have experience of working in an administrative role and enjoy working in an environment where no two days are the same, we would love the opportunity to consider your application.

For further information about this role and to complete a **Support Staff Application Form** please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to [Kiran.smith@furzeplatt.net](mailto:Kiran.smith@furzeplatt.net). Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

**Closing date: Monday 24<sup>th</sup> January 2022 at 9am**  
**Interviews will take place: week commencing 24<sup>th</sup> January 2022**



# Student Support Administrator

## Job Description: Student Support Administrator

<b>Line Manager:</b>	Assistant Headteacher (Student Support)
<b>Main Purpose of Role:</b>	To provide administrative support to our pastoral and safeguarding teams, helping ensure all pastoral, behavioural and child protection interventions are managed safely and effectively.

**Main Responsibilities:**  
The Student Support Administrator is a central role within our Student Support team, ensuring that our student-facing staff have a solid administrative support – enabling them to carry out their functions more efficiently and effectively, with the right resources readily available to them.

### **Child Protection**

1. Managing a central database of vulnerable children, ensuring relevant data is always readily accessible to the Pastoral team.
2. Assisting Heads of House & Pastoral Managers to ensure that all child protection information is stored securely and centrally.
3. Supporting the Designated Safeguarding Lead in ensuring that all relevant staff are always up to date with their training.

### **Pastoral Support**

1. Assisting Heads of House & Pastoral Managers in the organisation of all pastoral interventions and support, ensuring key documentation is accessibly, but securely, stored.

### **Callout Manager / Behaviour Support**

1. Primary manager of Callouts (taking calls from staff for behaviour support).
2. Ensure all Callouts are effectively triaged, being passed on as appropriate.
3. Ensuring all behaviour incidents are appropriately logged and all required follow-ups are completed
4. Filing all necessary paperwork (actual or electronic) against linked students.

### **Other**

1. Facilitating food share and FSM applications.
2. Analysing and inputting Parents evening data.
3. Facilitating annual student injections.
4. Organising the running of Year 7, 10 and 11 photographs including but not limited to liaising with the photo company about logistics, downloading the photos into SIMS, distributing proofs via tutor trays, and dealing with the small number of cash orders which are requested (most are online orders now).
5. Assisting the Attendance Officers in the event of one being absent.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
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Date:

***Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***





# Student Support Administrator

## Person Specification: Student Support Administrator

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs including Maths and English at Grade C or above (or equivalent).</li> <li>Good Microsoft Office skills, particularly Word and Excel.</li> <li>Safeguarding training.</li> <li>Eligible to work in the UK.</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application form</p>
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Working in an educational environment or with young people.</li> <li>Working in an administrative role</li> <li>Using Word and Excel.</li> <li>Using in-house IT systems – SIMS, Go 4 Schools, Microsoft SharePoint</li> <li>Handling child protection and welfare cases.</li> </ol>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Application form and interview</p>
<b>Behaviours, Skills and Strengths:</b> <ol style="list-style-type: none"> <li>Excellent communication skills (written and verbal) and the ability to communicate confidently, effectively and sensitively at all levels within the organisation and with external agencies.</li> <li>Knowledge of child protection and safeguarding procedures.</li> <li>Knowledge of statutory requirements regarding the education sector and student well-being.</li> <li>Knowledge of legislation regarding student attendance, safeguarding and data protection.</li> <li>Knowledge of common pastoral issues and how to respond to different situations which may arise.</li> <li>Excellent attention to detail and excellent accuracy for recording purposes.</li> <li>Able to work both independently and use own initiative, but also prepared to work effectively as part of a team.</li> <li>High levels of honesty and integrity.</li> <li>Able to maintain a high level of confidentiality at all times.</li> <li>Strong organisational and time-management skills and the ability to work under pressure and prioritise competing deadlines.</li> <li>Able to work well as part of a team as well as independently.</li> <li>Able to prioritise and cope in a highly pressurised environment</li> <li>Attention to detail and the ability to maintain accurate and up-to-date records.</li> <li>Able to build positive and productive relationships with staff members, students and parents.</li> </ol>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Application form and interview</p>
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	<p>✓</p> <p>✓</p>		<p>DBS Process References</p>