

## JOB DESCRIPTION



<b>Post:</b>	Student Services Administrator
<b>Reports to:</b>	Assistant Principal/Vice Principal
<b>Salary:</b>	£22,059 - £27,543 pro rata (Grade 3)
<b>Hours:</b>	36.5 hours per week, term time only

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

### Main areas of responsibility

#### General:

- First point of contact for Year 7-11 student enquiries.
- Day to day liaison and communication with Year 7-11 students.
- Provide administrative support to the Pastoral team, with specific responsibility for students uniform and standards, personal belongings, lost property, stationary requirements etc.
- Providing weekly attendance certificates to other schools where students are on placement.
- Organise and oversee student photographs and support with First Aid vaccinations.
- Provide administrative support with Year 6 transition.
- Be in attendance at Parent Consultation Days, Open Evenings, Parents Evenings, if and when required. Keep a record of parent's attendance to these events.
- Reception cover as and when needed.
- Carry out any other administrative duties in relation to the work of Student Services as and when required.
- To support at all times the Catholic ethos of the school