

## Job Description

<b>Job Title:</b>	Pupil Services Officer
<b>Salary &amp; Grade:</b>	WHF NJC L
<b>Reports to:</b>	Senior Pupil Services Officer Pupil Services Manager

### **Safeguarding Commitment:**

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.*

### **Purpose of the Role – Pupil Services Officer**

- Primary focus is to lead on all that is the provision and development of pupil support services.
- Offer exceptional customer care to all stakeholders.
- Be responsible for undertaking administrative and organisational processes within the school.
- Promotion of school marketing.

### **Duties and Responsibilities of the Role:**

#### **School office duties**

- Provide a comprehensive administrative support service to the school staff, organising the school office to ensure that routine clerical functions are undertaken efficiently
- Provide a reception service for the school to ensure that visitors/callers are dealt with appropriately, including safeguarding checks.
- Day to day supervision of admin assistant(s) duties and work load
- Collate and return absence data and staff related claims on a monthly basis adhering to payroll deadlines.
- Organise staff absence cover as required
- Responsibility for the School Fund and locally held petty cash
- Responsibility for all processes of daily income, including banking as necessary in line with WHF Financial Procedures.
- Responsible for the processing of school volunteers and visitors, including administering DBS/safeguarding checks.

### **School promotion**

- Arrange school visits, meetings and events for prospective parents
- Maintain pre-admission register and inform line manager of significant changes
- Ensure effective and continuous communication with all stakeholders
- Co-ordinate relevant school events, such as parents evening and open days

### **Pupil administration**

- Complete and submit complex forms, returns etc., including those to outside agencies
- Ensure that all pupil and staff records are accurately maintained, and reported on or transferred as required in accordance with DfE guidance
- Responsible for administration and booking of educational visits, curriculum and extended school clubs and activities in line with the Trip Policy, and ensuring that Central Services are notified to ensure payments can be made.
- Administer First Aid and medication as necessary
- Oversee school meals administration and pupil registration
- Liaise with external agencies, eg School Nurse, EWO relating to pupil services as required
- Work with the Principal in administering and promoting school attendance

### **General office duties**

- Carry out general administrative duties as required
- Support with timetables and rotas.
- Ensure appropriate resources levels are maintained for admin and curriculum supplies, administering orders and processing deliveries
- Maintain orderly and accurate filing systems
- Administer the booking system for the minibus, and organise servicing and MOT when required
- Collate relevant information for weekly communications
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

### **Safe Working Practices for Adults working with Children:**

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

### **General Data Protection Regulations:**

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Equality and Diversity:**

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

**Confidentiality:**

The postholder will respect the need for confidentiality at all times while performing this role.

**Health and Safety:**

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility:**

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Postholder Signature:</b>		<b>Signature Date:</b>	