**Student Services & Admissions Administrator**

**GRADE:** BP3

**RESPONSIBLE TO:** Vice Principal

**PATTERN:** Full time, term time

**CONTRACT:** Fixed Term, Maternity Cover

**Key Purpose**

The Student Services and Admissions Administrator (Maternity Cover) plays a crucial role in supporting the students and the operations of the Student Services department. This position requires a highly organised and proactive individual who can efficiently manage a variety of administrative tasks. The key duties and responsibilities include:

**Area of Responsibility**

* Attendance duties: working closely with the Attendance Officer over concerns relating to students, inputting cover supply teacher registers, updating attendance with messages from parents, red flagging students who have meetings, producing the daily late reports, undertaking home visits, supporting Alternative Provision recording and reporting, and supporting the Attendance Officer as required
* Assisting the Primary First Aider: overseeing the care of students who are unwell or injured in the absence of the Primary First Aider or when she is otherwise engaged. Dealing with medical issues (as a priority), red flagging students, logging insulin levels, giving prescribed medication, logging information, dealing with students who arrive with medical issues, finding students for appointments
* Student admissions: oversee the admission process of new students to the school, Y7-11, liaising with the Key Stage Leaders, Year Leaders, Assistant YLs and Bucks Council Admissions Team.
* Student Services support: finding students for meetings, assisting at the Student Services window, undertaking student welfare checks, contacting parents relating to welfare needs, supporting staff with student issues, alerting on call to missing students, supporting year teams to locate missing students, cover for Student Services colleagues as necessary.
* Supporting the Data Manager: adding new admissions, requesting/sending CTF files, updating parents contact details, dealing with parent queries
* Reception duties: Supporting the Receptionist and undertaking relief reception duties, taking phone calls, seeing visitors into school, passing on messages, taking deliveries, franking post.
* To promote the values and ethos of the Academy
* To have full regard for the Academy’s Health and Safety Policy.
* To undertake such training as the post-holder’s duties and responsibilities require.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.