**Fulston Manor Academies Trust**

**post: Student Support Assistant & Office Administrator**

**Reports to: Student Support Manager & Office Manager**

**Responsible to: Deputy head (Pastoral & Curriculum)**

**Salary: 37 Hours per week term time plus 4 weeks**

 **FMAT BAND C2 - £20,339.50 FTE**

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**Student Support Assistant role**

**Details of the Post:**

The Student Support Assistant is responsible to the Deputy Head (Pastoral) and reports to the Student Support Manager for the following:

* Collation of feedback from teaching staff for PEP and CIC Meetings
* Prepare and finalise paperwork for PEP and CIC Meetings
* Diary Management/ Filing
* Acting as key person for the young person providing support with organisation and homework
* Acting as a point of contact for Foster carers, Social Workers and other external agencies
* Supporting emotional wellbeing – identify needs and referring where needed
* Providing support with contact with family members

**Office Administrator**

**Details of the Post:**

The Office Administrative Assistant is responsible to the Deputy Head (Curriculum) and reports to the Office Manager for the following:

* Acting as first point of contact for Free School Meals including updating the relevant departments and systems (Arbor)
* Processing photocopying requests as needed
* Covering reception on a rota basis including absence and lunch breaks
* Any other reasonable duty as requested by the Deputy Headteacher and Office Manager