Job Description

|  |  |
| --- | --- |
| Job Title: | Student Services Assistant |
| Reports to: | Student Services Manager |
| Responsible for: | No line management |
| Salary range: | Band D FTE £24,040 Pro Rata £14,828.04. |
| Contract: | Part-time – 25 hours/Week; TTO + 2 weeks |

|  |  |
| --- | --- |
| Main purpose of the role: | The role of Student Services Assistant is to support the Student Services Manager in the day to day running of our busy Student Services Office and to act as one of the first points of contact for students and staff for pupil data, admissions and attendance issues. |
| Main duties: | 1. Recording and monitoring of all attendance matters including persistent & severe absenteeism. 2. To assist with the development and monitoring of tracking systems and improvement measures to assist staff in ensuring that Academy attendance targets are met. 3. Send Daily updates to the year teams regarding their pupils 4. Overseeing, monitoring and reporting of all Calls for Assistance. 5. Maintaining and completing reduced timetables and exclusion paperwork. Including uploading of necessary documentation to our management information system and to the local authority. 6. Checking and uploading parental data changes in line with the academy policy. 7. To be first aid trained to support the Medical Support Manager (training will be given) 8. Input and monitoring of Free School Meals information. 9. Ensuring that electronic student files are maintained, any paper records are scanned and uploaded to the Management Information System in a timely manner with Data Protection Policies and file retention policies being adhered to. 10. Assisting with the transition process from each Key Stage transition for each relevant year group. 11. To support Academy events, completion of mass mailings, and other administrative tasks, as they arise – either planned or ad hoc. 12. To assist Parents Evenings and other Evening events as required. |

|  |  |  |
| --- | --- | --- |
|  | 1. Attend the weekly attendance meeting which may be outside of normal working hours (time will be given back within the same week where possible) 2. Be the point of contact for parental enquiries for EduLink, WisePay and attendance matters. 3. Be the responsible person for your school phase for admissions, keeping the school admissions data up to date and responding to parents in a timely manner.   17. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Essential** | **Desirable** |
| Qualification | * A\*-C GCSE Maths and English or equivalent * Evidence of Continuing Professional Development   relevant to the role. |  |
| Experience | * Experience in an administration role | * Experience of working in a similar role in a school or local   government setting. |
| Skills | * Excellent IT knowledge including word and Excel * Understanding of data protection regulations * Ability to work efficiently with particular attention to detail * Ability to prioritise * Excellent organisational skills * Ability to work under pressure * Ability work to work to tight deadlines * Excellent written and oral communication skills | |
| Qualities | * Able to work in an organised and methodical way. * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |