

## **JOB DESCRIPTION**

### **Student Services Officer**

FULL TIME (37 HOURS PER WEEK)  
TERM TIME PLUS TWO ADDITIONAL WEEKS

**Job Title:** Student Services Officer

**Reporting To:** Student Services Manager

**Reporting Lines:** None

**Salary / Grade:** Academy Range 4

**Role Purpose:**

- To work as part of the Student Services function, providing administration support to the All-Age Academy.
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

**Responsibilities:**

Admissions:

- To administer the selection process of Year 6 students in the Academy using information supplied by Kent County Council, ranking all applicants adhering to the Academy's Admission Policy;
- To maintain admission waiting lists for students waiting to join the Academy;
- To arrange and prepare paperwork for all student appeal hearings;
- To co-ordinate the arrangements for all casual admissions including admission interviews, testing, uniform appointments and the completion of CATs testing.

Fixed Term Exclusions:

- To manage the administrative process of fixed term exclusions, including typing letters to parents, updating the SIMS information system, sending out work packs and updating KELSI.

Attendance:

- To assist with all matters associated with the smooth running of the attendance system as directed by the Student Services Manager, working with colleagues to support the high attendance expectations the All-Age Academy has of its students.

General duties:

- To provide Reception cover on a rota system where required;

- To assist with student enquires at the Student Services Reception.

### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Academy's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and Turner Schools and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....