



## Job Description

### Job Title: Student Services Administrator

<b>Accountable to:</b>	School Business Manager	<b>Post type:</b>	Permanent Full time
<b>Salary/Grade:</b>	Band F SCP 7-10	<b>Actual Salary</b>	£7,697.25 - £8,204.20
<b>Hours Of Work</b>	13 hours a week (8.30 am – 3.30 pm Monday to Tuesday) 39 weeks per year. Term time only plus Teacher Training Days		
<b>Liaising with:</b>	Parents/carers, staff, visitors, students		

#### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

#### Broad Description

- To act as a first point of contact for students on a daily basis. The work is governed by established processes/procedures and is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from the School Business Manager.
- To act as the first point of contact to administer first aid to staff and students.
- To have excellent communication skills, high levels of tact, discretion and initiative, taking a lead role during a medical emergency. The ability to maintain confidentiality is critical, as is attention to detail, accurate record keeping and reporting.

#### Main Duties and Responsibilities

- Act as a first point of contact for students on a day-to-day basis i.e. printing timetables, phone calls home, etc.
- Answering incoming calls from parents/carers, dealing with queries professionally, relaying messages as required.
- Dealing with sensitive and confidential matters, using tact and diplomacy.
- Maintain confidential student records and ensure that filing is kept up to date.
- Store and record mobile phone confiscations.
- Oversee the lending of school ties and uniform, including issuing, tracking and following up where not returned.
- Administration of student lockers.
- Process all Lost Property.
- Act as the first point of contact to administer first aid to staff and students where required, including recording on Medical Tracker after the event.
- Management of the Medical Tracker system includes creating, reviewing and updating medical plans.
- Creating, reviewing and updating medical plans on Edukey.
- Liaise with parents/carers in cases of students being unwell/becoming injured.
- Liaise with Emergency Services during a medical emergency.
- Administer medication following the school policies and maintain appropriate records.



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- Ensure that the correct medication remains in school for all students with medical needs.
- Ensure that medical supplies are kept well stocked including all first aid kits.
- Manage First Aid Kits for trips.
- Management of the Defibrillator, ensuring that it remains in good working order at all times.
- Maintain a first aid qualification by attending the requisite 2-day course every 3 years.
- Attend yearly updates/training on asthma, epipen (Allergies), diabetes and epilepsy.
- To ensure that there are sufficient qualified staff to administer first aid within the school and that they are suitably trained.
- Arrange and communicate a first aid duty rota, ensuring cover is provided for staff absences.
- Arrange prompt first aid renewal training for staff as required.
- To analyse data on the Medical Tracker and report on findings to Line Managers and SLT with suggested solutions for improvement.
- Produce a termly report to Governors on accidents, incidents and near misses.
- To attend regular Medical report meetings with the School Business Manager to discuss medical data and issues.
- Organise and manage visits by healthcare professionals e.g., organize and plan school immunization programme in liaison with the School Nursing team and SLT.
- Provide admin support for Splash days, sports days, allocation of places, chasing consent etc.
- Receive all forms from students centrally and distribute to the relevant member of staff.
- Produce the school newsletters.
- Send out all correspondence to parents/carers and students.
- Provide reporting and administrative support as required.
- Cover main reception/reprographics as required.

## Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for students as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

## Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum.
- Undertake any necessary professional development as identified.
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.



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## Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*