



Elizabeth Woodville School

Student Services Administrator



JOB DESCRIPTION

Role:	Student Services Administrator
Line Manager:	Academy Co-ordinator
Responsible to:	Deputy Headteacher
Based at:	EWS, Student Services, North Campus, Roade
Hours:	8am–4pm Monday–Thursday; 8–3.30 Fridays (30 minutes unpaid daily break), term time plus training days plus 1 week in the summer
Grade:	NJC Grade E, Range 4-5

Job Context

Point of contact for Student Services to ensure the smooth and effective running of the school.

Key Responsibilities:

- Whole school administration
- First Aid responsibility for students
- Contact Parents/Carers if required
- Liaise with tutors regarding student issues
- Liaise with attendance officer
- Reception Duties

Job Description

- Provide administrative support for all staff,
- Liaise with tutors regarding student needs,
- Liaise with Whole School Attendance Officer regarding attendance issues,
- Receive and distribute internal and external mail each day,
- Prepare items for internal and external mail as required,
- Provide First Aid as required,
- Record accidents,
- Organise vaccinations,
- Undertake filing, data entry, general word processing, reports collation as required,
- Support the maintenance of Go4Schools records and reports,
- Organise online parents' evenings via the portal,
- Trips and Visits,
- Transition,
- School Photos,
- Assist with school events throughout the year,
- Contribute to a culture of respect, recognition, optimism, celebration and mutual support in the school which promote equality within, and values the diversity of, the school community,
- Assist on Reception when required (lunch cover),
- General whole school admin as required,
- Any other duties as requested



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PERSON SPECIFICATION

Job Title:	Student Services Administrator	Essential	Desirable
Education and Qualifications			
Good working knowledge of Word, Excel		√	
Good working knowledge of SIMS			√
Trained or willing to be trained in First Aid			√
Experience			
Experience of working with young people		√	
Experience of working in Secondary Education			√
Experience in learning environment			√
Experience of dealing with people		√	
Knowledge and Skills			
Approachable		√	
Adaptable		√	
Professional		√	
Flexible		√	
Good Team-worker		√	
Responsive to needs of all levels of staff		√	
Good ICT skills		√	
Personal Attributes			
Work in accordance with the Trust's values and behaviours		√	
Sound judgement and decision maker – confident in using own initiative		√	
Eligible to live and work in the UK		√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust		√	
A commitment to continuing personal development and training		√	
A commitment to safeguarding and promoting welfare of children and young people		√	