

JOB TITLE	Student Services Officer	JOB REF NO	AAAE5279EPCHS
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JOB PURPOSE

Be responsible for the delivery of an efficient and effective student services including First Aid. Provide administrative support for pastoral staff.

NO	MAIN RESPONSIBILITIES
1	To provide first point of contact for students requiring assistance during the school day, liaising with other admin and teaching staff, heads of year, pastoral Senior Assistant head, as necessary.
2	Ensure that students receive attention in case of illness / first aid incidents/ those needing medications.
3	Provide clerical support for students e.g. printing timetables, lost letters, toilets passes etc.
4	Provide clerical and administration support for the Pastoral Senior Assistant Head and Heads of Year.
5	Print and distribute data collection sheets to parents and input student data to ensure that our school MIS system is kept up to date.
6	Support Heads of Year with administration for Parents' Evenings.
7	Assist with the administration of the transfer of year 6 pupils into the school including inputting admissions data into the MIS system, and of any pupils leaving the school, including managing pupil files.
8	Access student records from the SIMS Pupil database and other databases in response to queries.
9	Manage Lost property and loans of school uniform throughout the year.
	<i>Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Business Manager/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.</i>