

Cheshire West and Chester Council

Job Description

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	To co-ordinate the administration of confiscated property.
6	To provide in-house training to others as required and attend any necessary training courses.
7	To provide general administrative support, eg word processing, taking minutes of meetings, filing and photocopying.
8	Access student records from the Arbor (MIS) database and other databases in response to queries.
9	Closely monitor late attendance of students and record as required. Ensure all registers are completed within the agreed timeframe.
10	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>