

# Cheshire West and Chester Council

## Job Description

<b>JOB TITLE</b>	<b>Student Services Officer</b>	<b>JOB REF NO</b>	<b>AAAE5279EPCHS</b>
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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.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	To provide first point of contact for students requiring assistance during the school day, liaising with other admin and teaching staff, pastoral manager & senior assistant head, as necessary.
<b>2</b>	Ensure that students receive attention in case of illness / first aid incidents/ those needing medications.
<b>3</b>	Provide clerical support for students e.g. printing timetables, lost letters, toilets passes etc.
<b>4</b>	Provide clerical and administration support for the pastoral managers & senior assistant head.
<b>5</b>	To co-ordinate the administration of confiscated property.
<b>6</b>	To provide in-house training to others as required and attend any necessary training courses.
<b>7</b>	To provide general administrative support, eg word processing, taking minutes of meetings, filing and photocopying.
<b>8</b>	Access student records from the Arbor (MIS) database and other databases in response to queries.
<b>9</b>	Closely monitor late attendance of students and record as required. Ensure all registers are completed within the agreed timeframe.
<b>10</b>	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>