

# Job description

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**Student Services Administrator**



## Job Title:

Student Services Administrator

## Salary:

H4 pro-rata

Actual annual salary £9,056 -  
£9,486, based on 15 hours  
per week

Full time salary range  
£26,717 - £27,982

## Contract:

Permanent, part-time

9 – 15 hours per week, to be  
worked two to four days a  
week, working times from  
9am

Term time only (38 weeks)

## The Role:

### Core Accountabilities

- Providing first aid to students and staff
- Student Services Reception
- Lost property
- Administration/Secretarial support

# Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

## First Aid

- Administer first aid and medical assistance to students and staff
- Liaise with parents and record student illness
- Provide Individual Healthcare Plans for those students with specific medical conditions and ensure that these are renewed annually
- Ensure that required medication is provided for students to keep in school and is in date
- Record, report accidents to the LEA, RIDOR, IDOR and deal with any issues that arise
- Stocktaking and ordering of medical supplies
- Keep a clean and tidy medical room
- Maintain records and medication for students with short term ailments
- Supply first aid kits for school trips including provision of necessary medication for individuals in attendance
- Ensure all school first aid kits are well stocked
- Dealing with Health & Safety and Medical issues
- Organise immunisation programmes, including booking of rooms, notifying parents, staff and caretakers, facilitating running order on the day of immunisations
- Organise staff flu jab programme
- Ensure staff have regular statutory training (e.g: EpiPen) and keeping records of this
- Keep updated records of staff qualified in First Aid and ensure that this information is communicated via notices around school

## Student Services Reception

- Answer telephone calls
- Deal with students who come to Student Services Reception
- Greet parents and visitors, deal with deliveries and any other enquiries
- Maintain stocks of nail varnish remover and other make-up removers
- Keep stock of second hand uniform and PE kit
- Keep records of any borrowed uniform, including ties and plimsolls
- Log and return confiscated items
- Provide communication link between staff and students
- Issue Exeat cards to students and maintain records of this

## Lost Property

- Ensure all unnamed lost property, not collected within two weeks, goes to the second-hand school shop/charity shop or is disposed of

## Administration/Secretarial support

- Ad-hoc administration tasks for members of staff
- Liaise with the School Counsellor and complete all required admin work, including arranging meetings/appointments and booking of rooms

This job description will be reviewed annually and may be subject to amendment or modification at any time 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.

# Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	Commitment to updating professional skills	✓	
	First Aid at Work training – Defibrillator training		✓
Experience	Ability to use ICT systems	✓	
	Evidence of expertise and success in the areas described in the job description	✓	
	Evidence of working in a team environment	✓	
	Experience of working with young people		✓
Skills and knowledge	Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description	✓	
Personal qualities	Ability to work under pressure	✓	
	Ability to work as part of a team	✓	
	A willingness to be fully involved in the life of the school	✓	
	Hardworking	✓	
	Flexibility and a good sense of humour	✓	
	Good organisational skills	✓	
	Pro-active	✓	



Sandringham School  
The Ridgeway,  
St Albans,  
Hertfordshire,  
AL4 9NX

[www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk)