

JOB DESCRIPTION

Employment Details

Job Title	Senior Pupil Services Officer
Reports to	Senior Admin Officer
Salary Band	WHFNJC M Grade

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

- Primary focus is to independently lead on all that is the provision and development of pupil support services and relevant staff.
- Offer exceptional customer care to all stakeholders.
- Be responsible for undertaking administrative and organizational processes within the school.
- Promotion of school marketing at a high level

Responsibilities

Team Supervision

- Line management, performance management and overall responsibility of school office staff and respective duties
- Lead a comprehensive administrative support service to the school staff, organising the school office to ensure that routine clerical functions are undertaken efficiently.
Proactively developing staff, identifying training needs and seeking appropriate training
- Ensure efficient running of the school office
- Host regular site admin team meetings
- Ensure rapid, precise and effective communication without exception.
- Attend relevant network meetings and information sessions, and proactively share good practice
- Be responsible for own professional development and encourage others to ensure
- Carry out other line management duties specific to the host school if appropriate, for example MDSA Team

School promotion and marketing

- Lead effective school marketing at a high level, and proactively ensure school operates at the highest possible NOR capacity at all times.
- Arrange school visits, meetings and events for prospective parents.
- Working with the Principal and other key staff, maintain, update and distribute the School

Prospectus.

- Maintain pre-admission register and inform Principal and Pupil Services Manager of significant implications.
- Ensure effective and continuous communication with prospective parents.
- Administer all school starters/leavers in line with WHF Policy.
- Liaise with Early Years staff if appropriate to ensure effective communication throughout the school and community to support intake and transition from Nursery to KS1

School events

- Co-ordinate high quality, effective and appropriate communication of school events, including Parent's Evenings, Open Evenings and Extended school clubs.
- Organise school events, including Parent's Evenings and Open days.
- Maintain appropriate channels of communication with stakeholders, including Reception screen, school website, Parental portal and text service.
- Create and distribute high quality termly school newsletter.

Pupil administration

- Ensure school IMS is accurately maintained and updated, including all system admin
- Prepare and process all statutory returns relating to pupils.
- Ensure that all pupil and staff records are accurately maintained, and reported on or transferred as required in accordance with DfE guidance
- Supervise administration of school meals and all other pupil related activities.
- Actively encourage FSM registration, through parental information sessions and promotion.
- Support senior leadership with managing and reporting pupil data, including assessment
- Lead on the management and promotion of pupil absence, liaising closely with Parents, Principal, SENCO, EWO and other appropriate staff.
- Responsible for administration and booking of educational visits, curriculum and extended school clubs and activities in line with the Trip Policy, and ensuring that Central Services are notified to ensure payments can be made.

General office duties

- Undertake general office duties as required.
- Organise staff absence cover as required
- Support with timetables and rotas.
- Ensure appropriate resources levels are maintained for admin, school and curriculum supplies, administering orders and processing deliveries
- Responsibility for the School Fund and locally held petty cash
- Maintain orderly and accurate filing systems
- Collate relevant information for weekly communications

School office duties

- Supervise all income and banking processes, in accordance with WHF Financial policies, managing appropriate software.
- Ensure safeguarding procedures are followed at all times, including the verification of visitor identity. Responsible for the processing of school volunteers and visitors, including administering DBS/safeguarding checks.

- Carry out administrative duties specific to the host school, for example organising EMA issues/PFI issues.
 - Complete appropriate risk assessments when required.
 - Collate and return absence data and staff related claims on a monthly basis adhering to payroll deadlines.
 - Administer first aid and medication as and when required
 - Administer the booking system for the minibus, and organise servicing and MOT when required
- Monitor School Improvement Cost Centres expenditure delegated to Principals and liaise closely with budget holders and Central Services staff to ensure financial procedures are adhered to.
- Clerk staff meetings, ensuring prompt communication/distribution throughout the school.
 - Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post

holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> NVQ 3 or equivalent qualification or experience in relevant discipline Minimum of A*-C in English and Maths Sound working knowledge of Microsoft Office applications and excellent IT skills 	

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Experience of development, management and operation of administrative systems, preferably within an education setting Relevant experience manager and developing a team Have relevant experience in a similar position or several years' experience in a general office administrative role Experience of the development of efficient processes to ensure the smooth running of the administrative function An ability to work independently and be proactive in all that you do Have a meticulous eye for detail Enthusiasm for continued self-learning and development and encourage that of others The ability to prioritise own workload A flexible work ethic A careful approach to documentation, records and reporting Excellent communication skills Excellent customer service skills 	<ul style="list-style-type: none"> Experience of marketing and promotion of a school or business

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.