



Tudor Grange Academies Trust

STUDENT SERVICES ADMINISTRATOR

Grade 2 Point 3-4

Part Time/ Permanent

37 hours per week 41 weeks per year

£22693 – 23049 (actual salary)

Core Purpose

To provide administrative and clerical support to designated Cambridge College, including PA support to the Associate College Leader.

Specific tasks

- To provide administrative support covering the College Leaders' areas of whole Academy responsibility
- To provide administrative support for the Curriculum Leaders in the College or line managed by the Cambridge College Leader
- To oversee student records, progress reports, annual reports, individual appointments etc for students within the College
- To maintain student files for students within the year group/Colleges
- To oversee and monitor the registration process for students within the year group/Colleges including leaves of absence
- To deal with enquiries relating to pastoral matters within the year group/Colleges
- To deal and administer basic first aid to students.
- To liaise with the Attendance and Welfare Officer and external agencies as appropriate
- To produce merit certificates and letters relating to student achievements for the year group (College)
- To prepare student assemblies
- To oversee the Student Service Desk
- To liaise with parent's/carers

Generic Responsibilities

- To support, deputise and cover for other administrative staff throughout the Academy as necessary
- To cover main reception on a rota basis during lunchtimes and at other times as required
- To answer the telephone when reception is unable to answer incoming calls
- To undertake any other clerical work as reasonably requested by the Principal, Principal's PA, Office Manager and College Leaders.

Line Manager:

Office Manager