



## **JOB DESCRIPTION**

**DESIGNATION OF POST:** Pupil Services Administrator

**GRADE:** F

**RESPONSIBLE TO:** Pupil Services Manager

### **JOB PURPOSE:**

The Pupil Services Administrator provides efficient and professional administrative support to the schools Pupil Services Team, ensuring the accurate management of pupil information, attendance, admissions, safeguarding records and the coordination of pupil annual reviews. The postholder acts as a key point of contact for pupils, parents/ carers, staff and external agencies contributing to the smooth operation of the support services.

### **MAIN RESPONSIBILITIES**

1. Provide administrative support to the schools Pupil Services Team to ensure a smooth running of the support services
2. Organise and take minutes of Annual Review meetings.
3. Communicate effectively with members of the wider school community, including all staff, parents/carers and members of the public
4. Provide efficient administrative support for members of the school community, including Senior Leadership Team, Governors, school staff, parents/carers and pupils
5. To maximise the use of ICT and Management Information Systems across all office functions ensuring data accuracy and integrity
6. To ensure the school's values are upheld at all times
7. Willingness to share ICT skills with colleagues both in the office and in the wider school community
8. Ensure that all data is treated with appropriate consideration to confidentiality and security.
9. Liaise with parents/carers and support agencies, as necessary
10. Ensure that cover is provided for receptionist duties, such as answering the telephone and welcoming visitors as required
11. Comply with all school policies and procedures especially those relating to child protection; administrative function; health, safety and security; confidentiality and data protection, reporting any concerns to an appropriate person
12. Be aware of and support difference, and ensure equal opportunities for all
13. Contribute to the overall ethos/vision/aims of the school

14. Establish constructive relationships and communicate with other agencies/professionals when required
15. Participate in training and other learning activities and performance development, as required
16. Undertake any other duties appropriate to the grade and responsibilities of the post as directed by the line manager.

The post holder may be required to carry out duties other than those given in the job description, as requested by the school across all sites. The particular duties and responsibilities of the post may vary without changing its general character or level of responsibility. Such variations would not in themselves justify a re-evaluation of the post.

### **Supervision and Management**

The jobholder does not have supervisory responsibility for staff

### **Deputising responsibility**

The jobholder has no deputising responsibility.

### **Creativity and Innovation (i.e. problem solving)**

The work is largely regulated by laid down procedures, but within these the jobholder must deal with routine problems encountered, for example completion and collation of data.

### **Key Contacts and Relationships**

Senior Staff for instruction,  
Pupil Services Administrators, information  
All school staff for information exchange

### **Working Environment**

The work is interrupted by the telephone and staff although this does not usually significantly change the overall programme of work for the jobholder.

There is occasional background noise.

### **Knowledge and skills**

The jobholder requires written and oral communication skills, numeracy, diplomacy, discretion, awareness of confidentiality, organisational, IT and admin skills, attention to detail, initiative and time management.

### ***General***

This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.

General tasks are varied from time to time to consider the changing nature of the school and the demands made upon it. Such changes are a normal part of the post and do not constitute a change to the general job description. There may be times when travel between sites is required.

### **Disclosure and barring**

The nature of the work requires that the post-holder has undergone checks by the Disclosure and Barring Service and has enhanced level of Disclosure.

## **Equal opportunities**

The post holder has a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

## **Health and safety**

The post holder has a responsibility for his/her own health and safety, and that of others who may be affected by their acts or omissions. In addition, Supervisors have responsibility to ensure that, on a day-to-day basis, work is conducted within the framework of all local guidelines and policy. Managers are responsible for implementing the school's Health, Safety and Welfare Policy within their area of control.