



## **Student Services Administrator**

**NJC Grade 3 - 6**

**28.75 hours per week – 9am – 15.15pm  
Monday-Friday**

**39 weeks per year Term time only**

### **Core Purpose**

- To manage, promote and develop student services
- To be a port of call for all student enquiries
- To administer First Aid care to students as required

### **Core Qualities**

- Positive attitude to continuous improvement
- Effective communication skills
- Excellent organisational skills
- Empathy for students
- Solution focused
- Happy to work as part of a team

### **Specific Responsibilities**

- To help all students with any enquiries/problems they may have
- Administer basic first aid to students
- Assist with all school visitors and enquiries
- Collating returns from letters, questionnaires and preparing feedback for staff with support from the main office
- Send letters/emails to parents as required
- Recording lates/detentions/isolations, sending home relevant paperwork and contacting home
- Coordinate and provide admin support for the Year 10 work experience week
- Collect and record monies regarding school trips via school system MCAS
- Completing all relevant documentation for trips i.e. passports, visas and passenger lists
- Set up online payment services for staff as requested and produce lists of student payment
- Sell and monitor the stock control of revision guides and stationery
- Design certificates for rewarding student achievement and progress
- Set up all parents evenings and monitor
- Inputting & maintaining student information on school systems
- Admin support for SLT, SENco and the PA
- Provide student support for the school homework system
- Provide admin support for the Parent Association
- Any other duties as directed by the Principal

**Outcomes**

- High standards
- Effective and efficient organisation
- Reputation as a centre of excellence

**Line Manager:**

Principal's PA