

SUPPORT STAFF JOB DESCRIPTION

ROLE TITLE	Student Services/HR Officer
CONTRACTED HOURS	37 hours per week / 39 weeks per year (includes 5 days in holidays)
LOCATION	St Edward's Academy
GRADE / SCALE POINT – SALARY	Scale 4 Point 7
REPORTING TO	Deputy Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To manage the running of the Student Services Office with the focus of supporting the overall raising of students' standards and achievements by providing administration support in the provision and delivery of all related information.

KEY TASKS & RESPONSIBILITIES

OVERALL RESPONSIBILITY

- Maintain high standards within the student services area, monitoring use and behaviour within the area, and acting as first point of contact in supporting students who attend Student Services.
- To provide administrative support for the Headteacher's P.A., in relation to HR and Safeguarding admin where required, including, but not limited to DBS application process using external providers, document checks and recording onto the Single Central Record.
- To use computerised information systems for input/output of data, reports and registers on school systems, for which training will be given.
- To communicate with parents/carers as required by the HoL/SLT.
- In liaison with the Senior Leadership Team, provide effective information and support for form tutors and classroom teachers, which continually enhances the quality of learning in the school.
- Liaise with external agencies and practitioners from support agencies to ensure individual needs for education and wellbeing are met.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the School's Safeguarding procedures.

GENERAL DUTIES

Leadership and Management

1. Work with the Deputy Headteacher/Senior Leadership Team/Heads of Learning (HoL) to resolve subject specific needs of individual students.
2. Support school behaviour and uniform policies, including managing the supply/loan of second-hand loan uniform to students on a day-to-day basis and manage sorting/distributing/destroying accumulated lost property on a regular basis.
3. Assist the Heads of Learning with the administration of the daily report system and any other relevant evidence that may be used to monitor student progress.
7. Support the Senior Leadership Team in the administration of lunchtime and after-school detention system, including record keeping, reminding students, liaising with duty staff and coordinating any follow up action.
8. Administer communications with parents and outside agencies as required and ensure that student records are maintained.

SUPPORTING STUDENTS

1. To support the Seclusion Room as and when required.
2. Challenging students to remain motivated and focused; maintain a presence around the school in order to support the code of behaviour and the code of dress
3. Provide admin support to the HoL/SLT in the organisation of the meetings programme (including the Open evening, Information evenings and Parents evenings).
4. Support the Year 6 transition team in the arrangement/management of the Year 6 files, liaising with the primary schools where necessary.
5. Responsibility for the checking of the Year 6 student files and identifying any specific needs to the Year 6 transition team and the Senior Leadership Team.
6. Providing administration assistance to the Year 6 transition lead with primary school visits, Year 5 secondary school experience days and Year 6 Parent Transition evenings.

LIAISON WITH COMMUNITY AND AGENCIES

1. Support the Year 6 transition lead and the Senior Leadership Team with liaising with feeder primary school staff to enhance the identification of and provision made for those pupils who may need additional support on transfer.

HEALTH AND SAFETY

1. Undergo basic First Aid training and update courses where necessary, and assist with first aid cover as and when required.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

CONTINUING PROFESSIONAL DEVELOPMENT - PERSONAL

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments which may lead to improvements in teaching and learning and care for students.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available – particularly mentoring skills and student management.
3. Keep up to date with current regulations, advice and training on safeguarding matters.

ADDITIONAL RESPONSIBILITIES

Undertake any duties reasonably requested by the Headteacher.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership Team or the Headteacher which fall within the scope of the post.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Education and Qualifications	<ul style="list-style-type: none"> Education to Grade C at GCSE (or equivalent) in Math and English 	<ul style="list-style-type: none"> Further qualifications - Education to A Level standard (Level 3) or equivalent Counselling qualification
Specialist Knowledge and Skills	<ul style="list-style-type: none"> Good administrative skills ICT competency 	<ul style="list-style-type: none"> Level 2 Safeguarding training First Aid training
Interpersonal and Communication Skills	<ul style="list-style-type: none"> Effective presentation skills Ability to work collaboratively Good communication skills, both written and oral Excellent interpersonal skills, with the ability to enthuse and motivate young people. Excellent negotiating skills and the ability to diffuse situations. A good sense of humour! 	
Relevant Experience	<ul style="list-style-type: none"> Experience of working with young people either in a voluntary or work-based situation 	<ul style="list-style-type: none"> Experience of working in an education environment such as a school or college
Additional requirements	<ul style="list-style-type: none"> Commitment to continuous improvement Flexible approach Able to work independently and as part of a team Approachable and sensitive to the needs of others Openness and willingness to address and discuss relevant issues Self-motivating and resilient 	