



## Ashmole Academy

### Job Description

<b>JOB TITLE:</b>	Student Services Co-ordinator (KS3)
<b>GRADE:</b>	NJC – 26-29
<b>PURPOSE OF JOB:</b>	To provide effective secretarial and administrative support to the pastoral team.
<b>RESPONSIBLE TO:</b>	Head Teacher in all matters and to the relevant member of the Leadership Team.

#### **EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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#### **General**

1. To act as Personal Assistant to the relevant member of the Leadership Team responsible for that Key Stage and other senior staff by providing secretarial and administrative support and to ensure the smooth running of KS3.
2. To handle telephone enquiries and messages effectively.
3. To keep up to date with filing and photocopying.
4. To produce high quality documents, letters and reports where required.
5. To meet and greet visitors to the school including parents/carers and external agencies when they arrive for a meeting.
6. To ensure a high level of confidentiality and efficiency.
7. To deal with queries from outside agencies.
8. To liaise with professionals providing reports for meetings.
9. Collating and photocopying work packs for groups and individual students.
10. Composing and sending out letters and memos as required.
11. Minute meetings.
12. To be responsible for the Duke of Edinburgh Administration.
13. Administration of merits and rewards and homework tasks.
14. Record behaviour and achievement data in SIMS for KS3.
15. To produce duty rotas and to maintain up to date throughout the year with staff changes as well as allocating cover to the duties in the event of staff absence.
16. Record extra curricular activities and contribution to school/community for KS3.
17. Run reports on pastoral information.
18. Co-ordinate parents evening and ensure its smooth running. Follow up with teachers being absent ensuring that parents/carers receive contact from the teacher.
19. Deal with pastoral reply slips for KS3.
20. Exams and assessment paperwork.
21. Record mentoring data.

22. Ensuring minutes of meetings with parents are recorded and filed
23. General diary and timetable management.
24. Supporting the team with their admin needs e.g stationary, equipment, helpdesk issues
25. To be first point of contact with parents/carers co-ordinating enquiries with heads of subject, teachers, cover staff and others as is necessary to effectively deal with the enquiry.
26. Follow up all correspondence from parent/carer to ensure enquiries have been dealt with.
27. To assist with exam administration as required.
28. To undertake such tasks and responsibilities as may from time to time, within reason, be required by the relevant member of the Leadership Team or Head Teacher.
29. Cover supervision when necessary.
30. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school. There is a constant reappraisal and adaptation to meet the changing needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

May 2014