



Job Description

Job Title: Student and Staff Services Assistant

Responsible to: Office Manager

Salary Grade: 4

Flexible hours and days ensuring full coverage from 8:30am to 3.30pm each school day between post holders.

Term time only, not including INSET days

Key Purpose:

This role will work in partnership with the Pastoral Team in order to provide pastoral, academic and behaviour support. Focusing on the well-being and holistic development of individuals and groups of pupils, the assistant will provide medical, reprographic and administrative support to staff and students.

A proactive approach to the role will support the school in ensuring an efficient, high impact and first class experience for all members of the school community. Promoting effective communication between home and school will be central to the success of this role.

Main Responsibilities:

1. Provide medical, reprographic and administrative support to staff and students.
2. Prioritise and undertake reprographics for staff and students.
3. Produce electronic school-based literature (prospectus etc) and learning materials (worksheets etc) using up to date software.
4. Provide reception cover where needed.
5. Update and review the internal recharging system.
6. Keep stock up to date.
7. Maintain reprographics machines and equipment in liaison with engineers.
8. Attend to first aid and medical needs throughout the day.
9. Reporting of accidents and incidents.
10. Maintenance of medical records
11. Co-ordinating immunisation programmes
12. Arranging school based medical training for staff
13. Providing confidential health advice for students

14. Actively promote and model the child protection, safeguarding and anti-radicalisation principles of the school.
15. Assist the Pastoral team in supporting the delivery of any planned intervention for individual pupils.
16. Assist the Pastoral team in monitoring and improving attendance. Registration of pupils outside of tutor and lesson time and updating information on SIMS. Further action may include communication with parents, external stakeholders or formal referral procedures.
17. Provide administrative support to staff including minutes, pupil reports and other types of communication
18. Provide support, advice and counsel to pupils.
19. Occasionally provide second tier supervision of pupils.
20. Liaise and communicate with parents as appropriate.
21. Consult, liaise and communicate with external agencies as appropriate, maintaining adequate records.
22. Ensure confidentiality at all times, adhering to the GDPR, KCSIE and other relevant legal requirements.
23. Occasionally escort and supervise pupils on educational visits and out of school activities.
24. In exceptional circumstances, undertake whole class supervision in the absence of a class teacher.
25. Other duties as deemed appropriate by the Headteacher.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.