



EDUCATION SUPPORT OFFICER – STUDENT SERVICES

GRADE 4 (SCP 13 – 17)

Core Responsibilities

- Undertake a range of administrative duties to support the work of the Student Services including general filing, word-processing, database inputting and management, the production and amendment of information documents and preparation and distribution of letters etc.
- Contribute as part of the Student Services Team sharing ideas, discussions, decision-making and collective responsibility to ensure the ongoing effective measurement and delivery of the school's Student Services service.
- Undertake annual department resource stock checks/inventories and catalogue faculty paper-based and electronic resources to aid the on-going accuracy of the academy asset register.
- Notify the Estates and Facilities team when any new items of electrical equipment are purchased by the department which requires PAT testing to comply with Health and Safety requirements.
- Effectively co-ordinate the administration of trips/visits including costing activities, collecting/receiving and recording money, booking transport and liaising with Finance to ensure effective handover and order any required currency.
- Collate faculty information including Special Educational Needs, medical, Health and Safety and other data.
- Liaise with the Communications and Events Officer to assist with the department's preparation and delivery of Parents' Evenings, Open Evenings and other relevant events.
- Document and maintain accurate up to date risk assessment records for department/House educational visits and classroom activities.
- Liaise with Examinations re. external exams and assessments.
- Administer emergency first aid and necessary intermediary care to sick students in compliance with established guidelines and liaise with the Medical Officer to ensure information is correctly and accurately recorded.
- Prepare agendas and take minutes of Department/House meetings.
- Research best value and order faculty teaching materials and resources once purchase orders are correctly completed, signed and counter signed to progress by Finance.
- Receipt and check goods, counter sign and pass delivery notes to Finance for payment.
- Maintain Excel spreadsheet details of department expenditure and alert the faculty or department head of any concerns, e.g. If photocopying costs are high. (Records held centrally by Finance).
- Keep up to date with HCCS policies and procedures and undertake relevant training.

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- To ensure the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.
- Prepare for and attend regular performance management sessions to monitor progress against agreed objectives.
- Uphold the aims and objectives of HCCS and ensure these are reflected in your work.
- Fulfil your responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for own safety and that of students and colleagues.
- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Executive Head teacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.