

JOB TITLE	Student Services Officer	JOB REF NO	AAAE5279
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BASIC JOB PURPOSE

To contribute to the smooth running of the Student Services office. Including administering first aid, monitoring of student attendance, receipt and recording of monies for activities and assist in the effective and efficient delivery of the school's administrative support service. This office is the first port of call for all students in school who need some assistance.

NO	MAIN RESPONSIBILITIES
1	To work with the Student Service Office team including Lost Property, School Meal guidance, timetable information and First Aid support. This will involve use of SIMS.
2	To support the Attendance Officer for the monitoring of student attendance by checking registers, recording information and liaising with students, parents and staff. This will involve the use of Classcharts and SIMS.
3	To assist the School Trips Coordinator for the receipt and recording of monies relating to pre-planned activities, liaising with students, staff contact and the main office.
4	To assist with the administration of confiscated property
5	To provide general administrative support, eg word processing, filing and photocopying.
6	To ensure correct storage and dispensing of student medication in line with school policies and procedures.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Head from time to time, up to or at a level consistent with the Main Responsibilities of the job.	