

## HARROW WAY COMMUNITY SCHOOL

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| <b>Job Title</b>      | Student Services Officer                |
| <b>Post Type</b>      | Support Staff                           |
| <b>Responsible to</b> | School Business Manager                 |
| <b>Hours of Work</b>  | 35 hours per week term time plus 1 week |

### KEY TASKS & RESPONSIBILITIES

- To respond to enquiries from students and staff to assist with student welfare.
- To train as a First Aider, to provide first aid treatment to students and staff as required and be the schools Lead First Aider.
- To maintain records and reports for First Aid/medical cases to include the action taken, as well as to keep medical records on our Management Information System
- Responsible for administration relating to student medication in accordance with School Policy
- To assist as required with school medical examinations/vaccination programmes
- Order/maintain medical supplies for First Aid Treatment
- To administer student attendance registers as required to support the Attendance Officer.
- To be responsible for signing in late students, logging student exits and returns and undertaking appropriate tasks to meet school procedures.
- To communicate and correspond with students, parents and key stake holders as required
- Input and extract a variety of data relating to students using the schools management information System.
- To keep the Student Reception area tidy at all times and stocked with school publicity materials for students, parents and student support services
- To manage lost property.
- To keep accurate records in Accident Book and liaise with School Business Manager to report Accidents as required under Health and Safety procedures.
- To produce students register for emergency roll call.
- To assist with general administrative duties as required by the Line Manager and Senior Leadership Team

## **School Support**

- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations.
- To attend staff meetings, where appropriate and relevant and other activities.
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post.