

Recruitment Pack



Student Services & Attendance Administrator



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



Student Services and Attendance Administrator

St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1283, 11-18 years

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Student Services & Attendance Administrator

8am – 3pm Monday – Friday (31.66 hours/week) - Term time only + 5 INSET days.

Annual F/T Salary £17,799

Immediate Start

Are you a flexible, organised administrator who enjoys working with young people and thrives in a fast-paced environment where no two days are the same? The role combines a stimulating mix of administration and interaction with students, staff and parents. You will have a calm, reassuring nature, strong IT skills, attention to detail, the ability to problem-solve and take ownership of situations.

Your key responsibility will be the management of student attendance data in addition to general data management and the day-to-day running of our student services desk.

As the administrative and first aid contact point for students you will manage the medical room and have a willingness to administer first aid as appropriate. Full training will be provided.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both students and staff. We are a high-attaining school with student behaviour described as exemplary (OFSTED 2017.)

To apply: Please complete the application form available at www.crispins.co.uk/vacancies and email to Mel Knight, PA to Headteacher knightm@crispins.co.uk

Closing date: 9am Monday 13th September

Interviews: Thursday 16th September

For more information: Mel Knight on 0118 978 1144 or email: knightm@crispins.co.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.





Job Description

Salary Annual full-time salary £17,799, Grade 4
31.66 hours per week, 44.4 weeks per annum (term-time only + 5 INSET days)

Aim and main purpose of the role

To provide high quality general student and administrative support as directed by the Deputy Headteacher (Pastoral) and Business Manager.

General Accountabilities

Student data management and administration

1. Input and monitor attendance data; check registers are taken promptly and liaise with parents and Deputy Headteacher as appropriate.
2. Oversight and management of First Response to ensure students are safe.
3. Liaise with Heads of Year and Heads of Year Administrator regarding attendance.
4. Report punctuality of students to Heads of Year.
5. Maintain manual, computer-based records and management information systems e.g. SIMS and Insight to ensure student records are up to date.
6. Run/design reports for accessing all aspects of student information held on SIMS.
7. Manage the administration of:
 - Student medical records (responsibility for medical plans) and medication.
 - Manage the administration of the cashless catering system.
 - Manage the administration of all aspects of year 6 to year 7 transition.
 - Manage the administration and set-up of school trips resources.
 - Manage the upkeep, storage and archiving of student records.
8. Administer requests for leave of absence and work with the Deputy Headteacher as required.
9. Ensure all necessary student administration required for fire bell arrangements - including registers are up to date and available at all times.

Student and parent facing-role

10. Day to day running of the student services desk acting as a key administrative and first aid contact point for students.
11. Review students reporting to reception who are feeling unwell, manage the medical room and have a willingness to administer first aid if appropriate.
12. Provide general advice and guidance to pupils, staff and visitors.
13. Liaise with parents where required.
14. Supervise the Reflection Room if required.
15. Undertake reception duties, answering general telephone and personal enquiries and signing in visitors.

Details of Line Management

This role is line managed by St Crispin's Business Manager.

Notes

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.

Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

