

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL**JOB DESCRIPTION**

JOB TITLE	Key Stage Administrator (Secondary School)	JOB REF NO	AAAE5187
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BASIC JOB PURPOSE

To undertake all aspects of student administration and provide administrative support to Pastoral Leaders. To provide general clerical and administrative support and perform customer liaison duties relating to the Key Stage 3 and 4.

MAIN RESPONSIBILITIES

1	Set up and operate procedures and systems, including filing and recording systems, to ensure the efficient administration of the Key Stage.
2	Design and check documentation to meet quality and standard required by the Pastoral Leader including certificates/letters of commendation.
3	Advise staff and students of policies and procedures and respond to general queries from Key Stage students.
4	Update and extract student information from computerised (e.g. SIMS, Class charts databases) and manual systems and provide accurate and up to date information for management including registration management.
5	Assist with awareness raising initiatives and assist students / staff as appropriate to the Key Stage.
6	Organise and prepare letters to parents for educational reasons and educational and social trips.
8	Undertake a range of office duties including word processing, filing, photocopying, diary management, distribution and franking of mail.
9	Act as telephonist / receptionist to ensure all queries are handled appropriately and ensuring a professional image is portrayed at all times. To make appointments as necessary for pastoral staff.
10	Maintain stocks of stationary.
11	Provide First Aid as required to students, staff and visitors to the school and administering medicines as required.
12	To ensure Common Transfer Forms and pupil data is sent and received for pupils transferring in/out of the school
13	Key Stage Responsibilities: Key Stage 3 Prospectus; New Intake Key Stage 4 Options Booklet; Work Experience/Careers; References; KS4 Targets; Maintaining and troubleshooting pupil report writing software in liaison with provider;
16	To produce reports for staff as requested.
17	To act as liaison between pupils, staff, parents and visitors.
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 Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	