



The Royal Liberty School

'Where boys are ambitious, where boys succeed'

Head Teacher: Mr L Raftery BSc (Hons), MA, NPQH

Job Profile

Job Title:	Student Services Coordinator
Grade:	Scale 3
Reports to:	Headteacher's PA

Job purpose and context

The Student Services Coordinator is responsible for:

- Providing a professional and customer focused service for students to support their well-being and learning
- Coordinating first aid and medical care for students
- Providing a professional and customer focused service for colleagues

Principal Responsibilities:

- Responsible for entering all medical, including dietary, allergy, medical data into our SIMS database system in collaboration with the the Receptionist & Administration Officer.
- To organise training for staff first aid & refresher courses.
- To coordinate all medical needs for students, including providing first aid, and maintaining first aid supplies.
- To organise and facilitate vaccination programmes for students.
- To organise first aid kits and medication administration information for school trips ensuring trip leaders have all relevant and up to date information.
- To work with the SENDCO and School Nurse to ensure medical health care plans are in place and are monitored and reviewed.
- To have knowledge of Safeguarding and refer any possible incidents.
- To complete Health and Safety incident forms, for students, and complete the on- line reporting.
- To ensure students with prescribed medication take as prescribed
- To maintain logs of medication and ensure consent forms are in place for all medication that is taken within school.
- To support the implementation and induction programmes for new intake.
- To maintain data records for any changes provided by parents and carers.
- To run reports and support administration to a range of school software programmes e.g SIMS, Go4Schools and Parentpay.
- To provide admin support to the school as required
- To facilitate the programme for taking school photos in conjunction with the AHT.
- To manage the distribution of student lockers which includes purchasing new keys, keeping a record, monitoring payment on ParentPay, recalling Year 11 keys, emptying Year 11 lockers in readiness for the new intake.

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- To liaise with Pastoral Heads of Year and Admissions Officer to ensure clear communication and paperwork is in place to support the entry and exit of any student
- To deputise for team members during absence and cover main reception in any emergency situation
- To attend school trips.
- Update the child protection and medical lists as directed by the AHT or SENDCO.
- To complete any other duties as prescribed by the Leadership Team.
- To take an active role in the Appraisal system to review own progress and set targets for future development.
- To take minutes of meetings where required.

Other Professional Responsibilities:

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.

Notes:

1. The school expects its employees to work flexibly within the framework for the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. It is necessary within a school environment to be flexible to meet the needs of students and the wider school community.

Signed: **Date:**

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MODEL PERSON SPECIFICATION

Student Services Coordinator

Requirements	Essential	Desirable	Method of assessment Application: (A) Interview: (I) Test: (T)
Skills			
Ability to manage own time and prioritise appropriately	X		T
Ability to communicate professionally at all levels within the school community to students, staff and visitors	X		A, I
To have a Customer Focus, Commitment and Enthusiasm in delivering the service to all stakeholders	X		A, I
Display initiative and be proactive in solving issues and problems	X		A, I, T
Ability to plan workload and take account of long term targets whilst delivering day to day routine activities	X		I
Ability to communicate effectively in writing	X		A, I
To manage resources efficiently ensuring value for money.	X		A
To remain professional at all times and ensure professional boundaries.	X		I
To be IT literate and have skills of using relevant administrative IT software	X		T
To have First Aid skills	X		A
Ability to embrace change	X		I
Knowledge			
Appreciation of Safeguarding and Child Protection within a school context	X		I
Knowledge of database and administrative software systems		X	
Knowledge of Health and Safety appropriate to the role	X		
Experience			
Experience of working with children		X	A
Considerable IT experience		X	A
Qualifications			
First Aid Paediatric Care		X	A
IT qualification ITQ/ECDL		X	
Working conditions/circumstances			
There will be occasions where twilight training is required for all staff to attend.	X		I
To demonstrate an understanding of and commitment to Equal Opportunities Policy in both service delivery to the community, in relationships with colleagues, and in employment practices.	X		A

The Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people.
All adults who work at the school must share this commitment to young people.