



EMPOWERING YOUNG PEOPLE TO TAKE ON THE WORLD

## **JOB DESCRIPTION - STUDENT SERVICES MANAGER**

### **Core Purpose**

Lead, develop and coordinate student support services, to support outcomes for pupils across the school by providing high-quality solutions.

Identify new opportunities and collaborate with senior and pastoral leaders to facilitate change management.

Create a climate in which multidisciplinary teams collaborate to provide effective and responsive student support services.

### **Core responsibilities**

To line manage a team of student services administrative officers in order to provide an integrated approach and work as one cohesive team that works on communication together to provide face to face, online, telephone and administrative support for students, parents, staff and visitors.

Design, review and manage efficient administrative systems and processes that meet the needs of the schools.

Lead whole school admissions in collaboration with Senior leaders to ensure that the school remains full; provide regular reports to the Senior leaders and be responsible for accurate and timely school census returns following statutory guidelines.

Lead on school policy and processes of planning and organising trips procedures in accordance with the standards set out in the school's Educational Visits Policy.

Lead tasks with contributions from a range of staff with a variety of skills and contributions according to their own roles.

### **Leadership and Management**

Create an inclusive and innovative leadership approach that enables wider collaboration and develops the ability of the student support service team to respond to new opportunities.

Seek input from others, sustain team spirit, set expectations, drive performance and provide feedback and encouragement

To line manage and work in collaboration with the data officer in order to create, oversee and develop the school's use of data for Senior and Pastoral leaders and for teaching staff across all aspects of the school.

To line manage the exams and cover officer to ensure the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations to maintain the integrity of the assessment process, to deliver internal exams in line with school standards and manage and organise cover for teachers and support staff in line with school policy.

To line manage the CP and Attendance Manager to ensure that all children attend school regularly across all year groups and that persistent absence from school is challenged. Accurate recording and analysing of data and accurate reporting of data to relevant staff, leadership and external agencies.

### **Person specification**

We are looking for strong team players who can trust and can build trust, who are open and reflective, who always believe 'best intent', who build capacity in teams and who are collaborators by nature

The successful candidates will have a record of successful management and leadership of diverse teams

Understands own self-development needs and how learning and development improves performance of self and the student services team. Is aware of professional learning available to support self and other team members.

Is adaptable, flexible, reflective and capable of leading and managing change.

Can identify and consider options, make recommendations and robustly defend decisions in a timely manner, using evidence to support proposals.

Inspires and motivates others within their team, school and the wider profession. Leads functions, people and/or projects within the remit of their autonomy and responsibility.

**Responsible to:** Business Manager

**Salary Range:** PO4

**Start Date:** August 2022

**Skills and qualifications:** Bachelor's degree and/or at least 3 years' experience in a management position. Outstanding leadership abilities. Excellent written and verbal communication skills.