

Job Description

JOB TITLE: Student Services Coordinator

ORCHARD HILL COLLEGE

General Purpose of Job:

To lead on providing administrative support for the College in relation to student reviews, bursary and free school meals and other duties as stated below.

Functional Links

The Student Services Coordinator will liaise with College staff, students, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the College.

Reporting Relationships

The Student Services Coordinator will be expected to work under the direction of the Head of Assessments and Placements and the Management Team.

DUTIES AND RESPONSIBILITIES:-

REVIEWS/ECHPS

- To maintain records of all student reviews across all centres.
- To take responsibility for ensuring all administrative staff across the College are aware of and adhering to review procedures, including correct minute taking procedure.
- To co-ordinate the minuting of review meetings as required across all centres.
- To produce, implement, update and distribute procedures and information surrounding the review processes.
- To provide a point of contact for advice and support for administrative and other staff, across all venues.
- To monitor minutes of meetings and to ensure they reach the funding body in time for deadlines & are circulated appropriately.
- To support and train administrative staff on how to take minutes following Orchard Hill College guidelines.
- To quality check the minutes across all centres.

- To co-ordinate who is required to attend review meetings, both internally and externally.
- To meet and liaise with Heads of Learning Centres, Curriculum Leads and the therapy and nursing teams to ensure there is all round awareness of all perspectives of reviews.
- To create and oversee the administrative review procedure pack, tailored to each centre.
- To ensure all minute takers are aware of the requirements in relation to funding.
- To be responsible for the administration of the College input in students Education Care Health Plans.
- To assist with the creation of policy and procedures around the College input into Education Care Health Plans.
- To oversee the overall reconciliation of reviews with the contract and intended destination.

OTHER DUTIES

Bursary

- To approve the College bursary scheme following all official guidance.
- To check any submitted applications and supporting evidence and pass to SLT for sign off/approval.

Other Courses

- To administer the additional enrichment self-funded courses run by the College as directed by the Head of Assessments and Placements.
- Requesting invoices for enrichment self-funded courses and checking attendance and creating credit requests where applicable.

GENERAL OFFICE ADMINISTRATION

- To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
- To demonstrate a commitment to the safeguarding of children and vulnerable adults.
- To promote Equality and Diversity in all contacts.
- To take minutes of ad-hoc meetings as required.
- To open, sort, and distribute mail.
- To maintain information in a confidential manner.
- To carry out mailing of information using database/mail merge.

- To use email in order to expedite the dissemination of information.
- To operate reprographic, lamination and binding equipment.
- To update stationery and equipment.
- To use the College MIS (FMS) system.
- To access REMS, and other databases to input, retrieve and interpret information on students and staff.
- Assist with the maintenance of an up to date database of student information, contacts etc.

CONTACT WITH ORCHARD HILL COLLEGE

- To provide a first point of contact for students, staff and visitors.
- To deal first hand with enquiries in person and by telephone relating to matters connected with the assessment and placement of students to the College, including liaising with other College sites and satellite venues.
- To produce detailed records of telephone conversations/personal interviews undertaken.
- To carry out all duties in accordance with College policies.
- To carry out other such similar duties that may be reasonably required by the Head of Assessments and Placements, or by the Principal/Management Team.

Signed:

Name:

Date: