

Job Title: Study Support Administrator

Job Purpose: To provide administrative and reception support for the Study Support Department

Responsible to: Head of Study Support

Responsible for:

- 1 Collaborating with other Study Support administrators to provide reception cover within the department e.g. responding to telephone, email and in-person enquiries.
- 2 Maintaining student records and databases of students, including processing referrals, new applicants, inputting data and providing reports as required.
- 3 Creating and administering appointments for students and staff as required.
- 4 Assisting the deputy head of department in the administration of allocating LSAs.
- 5 Liaising with the Exams department regarding exam access arrangements e.g. processing new arrangements, room allocation, readers and scribes as required.
- 6 Liaising with faculty administrators, teaching and pastoral staff as required e.g. processing neurodiversity assessments.
- 7 Photocopying and scanning documents, typing emails, documents and reports and distributing as required.
- 8 Maintaining the department's electronic and paper filing systems.
- 9 Ensuring Study Support equipment is maintained at recommended intervals and reporting faulty equipment to equipment providers.
- 10 Inputting data coding for the ILR return using appropriate software and maintaining department statistics.
- 11 Liaising with SEND departments in feeder and partner schools e.g. requesting prior evidence of exam access arrangements.
- 12 Coordinating departmental meetings e.g. creation and distribution of agendas and minutes and room bookings/catering as required.
- 13 Using the finance system to order equipment/resources as required.
- 14 Liaising with the deputy and head of Study Support to: coordinate purchasing any necessary equipment for students and/or coordinate with the local authority for equipment loan and servicing; ensure the completion of local authority funding templates and termly returns for students with an EHCP.
- 15 Prioritising the safeguarding of all students and participating in training on safeguarding matters.
- 16 Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

17 Any other duties which may be reasonably directed by the Principal.

Daniel Spiers
Head of Study Support
April 2025

Post: Study Support Administrator

Category	Essential	Desirable	Ascertained by
Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent 	<ul style="list-style-type: none"> • Touch typing 	Application form Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in administration • Experience of using cloud-based IT systems 	<ul style="list-style-type: none"> • Working in a learning / study support department • Working in an education setting • Working on a reception desk • Experience of using Google Workspace e.g. Docs/Sheets 	Application form Interview References
Additional Skills and Abilities	<ul style="list-style-type: none"> • Excellent IT skills • Ability to work as part of a team and also unsupervised • Empathy with young people • Ability to stay calm under pressure and flexibility • Excellent communication skills – written and verbal • Strong organisation skills • Commitment to equality of opportunity for young people and safeguarding their welfare. 		Application form Interview References Task