



Student Services Assistant Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Student Services Assistant To start as soon as possible

Permanent, Full time, 37 hours a week, start time 8am, finish time 4pm Monday to Thursday with an early finish of 3.30pm on a Friday (includes a half hour unpaid break). Monday to Friday, term time only. Some flexibility regarding hours may be possible
Actual salary £17,860 to £18,215pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources and a counselling service. We reward long service and encourage community spirit and staff involvement through various social events including orienteering, murder mystery quizzes, sports after school and a Furze Platt fantasy football league. Tea and coffee are free, and freshly brewed coffee is available in the main staff room at break times with edible treats to help you through the week!

We are looking for someone to support our Student Services Manager with the provision of a quality service to the students and staff in school. This is a varied role working alongside other members of the student services team. Although based in the reprographics area where you will assume full responsibility for carrying out photocopying tasks for all staff you will also be provided with First Aid training so that you can support the School Medical Officer. This would entail providing basic first aid, triaging students and provision of other medical support during busy times. You would also support students on a day-to-day basis with queries they have, cover reception for the school Receptionist's lunch break and organise refreshments for meetings.

We are looking for someone who is keen to work in an environment where no two days are the same. You will need to be willing to do first aid training, to learn how to use our industrial sized photocopiers. If you have good communication skills, enjoy work independently and as part of a team and enjoy the variety that comes with working across different areas within the students services department we would love to hear from you.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to Kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 26th September 2022
Interviews will take place as soon as is practicable



Student Services Assistant

Job Description: Student Services Assistant

Line Manager:	Student Services Manager
Main Purpose of Role:	To support the Student Services Manager in the provision of a quality service to the students and staff in school as part of the student services team.

Main Responsibilities:

Reprographics

1. Ensure that all printing and finishing is completed to a high standard and within requested timescales.
2. Ensure that all equipment located in the Reprographics room is clean and safe.
3. Order supplies to maintain suitable stock levels and manage said stock levels efficiently.
4. Contact designated technicians when machinery breaks down.
5. Advise and assist staff on presentation of documentation while considering cost.

First Aid/Student Reception/Other

6. Be First Aid trained and available to support the School Medical Officer during busy times and during their absence by providing basic first aid/triaging and any other medical support for students as and when required.
7. Deal with student queries during the school day including but not limited to printing student timetables if lost, directing lost students to different rooms if room changes have occurred and support with payments for trips and any revision materials for students.
8. Support with the supervision of groups of students in the Learning Resource Centre throughout the day and particularly at break times, including Sixth Form students who use this area during timetabled study periods.
9. Cover the school Receptionist for their daily half hour lunch break.
10. Organise refreshments for meetings and clear away after those meetings as and when required.
11. Manage the storage of student lost property in the students' services area
12. Support the Student Services Manager with other ad-hoc requests.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Student Services Assistant

Person Specification: Student Services Assistant

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English & Maths at Grade C or above (or equivalent). Good Microsoft Office skills, particularly Word and Excel. Eligible to work in the UK. 	<p style="text-align: center;">✓ ✓ ✓</p>		Application form
Experience of: <ol style="list-style-type: none"> Working in an administrative environment. Working in an educational environment or with young people in a different environment. Creating displays using artwork and other resources. Using photocopiers, printers and other forms of technology. 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓ ✓ ✓</p>	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Confident with the provision of basic First Aid (training will be provided) and dealing with students in a calm manner and with sensitivity. Confidence using industrial photocopiers (training will be provided) and other forms of technology. Good verbal and written communication skills and the ability to communicate with staff, students, and external contractors. Ability to prioritise, good time-management skills and able to work under pressure and across different areas within the student services department. Able to work both independently and use own initiative, but also prepared to work effectively as part of a team. Creative flair and an enthusiasm for making printed matter and displays look professional. High levels of honesty, integrity and confidentiality. Enthusiasm and a love of all aspects of literacy. 	<p style="text-align: center;">✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	<p style="text-align: center;">✓ ✓</p>		DBS Process References