

**MAGDALEN COLLEGE SCHOOL**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

**JOB DESCRIPTION**

Post Title	Admin support for attendance; student supervision
Postholder	
Hours of work	27 ½ hours per week, 39 weeks per year (25 min lunch)
Reporting to	Pastoral Manager
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. Crossing duty x 4: <ul style="list-style-type: none"> <li>▪ Period 1, 2, 3, 4</li> <li>▪ Break 11.00 – 11.35am</li> </ul> </li> <li>2. Attendance tasks as follows: <ul style="list-style-type: none"> <li>• Enter register marks</li> <li>• Email reminders to staff who have not completed registers</li> <li>• Check phone calls and emails regarding all absences</li> <li>• Enter late marks taken from signing-in sheet in Student Services</li> <li>• Print list of unexplained absences and follow up</li> <li>• Various other attendance-related tasks.</li> </ul> </li> <li>3. Filing of all students' information.</li> <li>4. First aid duties as part of the crossing duties</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> </ol>

	<ul style="list-style-type: none"> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ul>
--	--

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Updated summer 2013

Signed .....Post holder

.....line manager

Date .....