



The Schelwood Trust

Herschel Grammar
Job Description – Curriculum Support Officer - February 2024

Responsible to: Office Manager

Main purpose of the job

To provide administrative support to the teaching staff and SLT, and administration of school reports

Key Responsibilities

1. Reports
 - Create and update templates as required using Sims and Office applications.
 - Verify the correct data is entered and follow up with staff if necessary to ensure deadlines are met.
 - Print and check the reports.
 - Prepare addresses and envelopes ready for the reports to be issued.
 - Email copies of reports to parents not living with the student.
 - Upload and lock the result sets once the reports are issued.
 - Provide second copies for HOLS as required.
2. Support for the Careers Leader
 - Send out the careers action plans to pupils and parents after the careers interviews and update the Action Plans spreadsheet as required.
 - Send out Careers Alerts to the parents via Parentmail.
 - Assist with the administration of the career's mock interviews and other careers events.
 - Administer and provide support with Unifrog
3. Support for the SENCO
 - Check the SEN reviews are updated by the deadlines, follow up with staff as necessary, collate the data and issue reviews per pupil
 - Create reports with photographs of the pupils who need special consideration in exams for the exams officer.
 - Support SEND team in the production of resources for our SEND Students
4. General Duties
 - Check emails daily and where appropriate, respond to emails in a timely manner.
 - Carry out any other duties that are within the job holder's skills and abilities whenever reasonably instructed.
 - On Fridays provide reception, telephonist and office duties and provide backup at other times to the main school office.
 - Provide administration for Primary School visits.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Herschel Grammar/Beechwood Schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working Together to Safeguard Children" and Keeping Children Safe in Education (updated annually in September) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.