

Job Title: Bursary & Attendance Officer

Line Manager: Assistant Principal – Student Services and Communication

## **Summary of Job**

To administrate all aspects of the College Bursary and Free College Meals, as well as providing reception and first aid support.

## Responsibilities

## 1. Main responsibilities:

- Be the first point of contact for all bursary (discretionary and vulnerable) and Free College Meals enquiries.
- Manage bursary and Free College Meal applications, approval and process in accordance with the College's Student Finance Statement and ESFA/Department for Education guidance.
- Coordinate the arrangement, recording and distribution of required academic resources for bursary students with Heads of Department and the Learning Resources Centre.
- Manage, administrate and record evidence of travel claims for bursary students.
- Monitor the attendance of students (priority given to bursary students), making telephone calls to students, parents/carers as required.
- To be a first aider.
- To provide the Director of Student Behaviour & Development and Director of Safeguarding & EDI administrative support.
- Assist with reception duties, providing cover as necessary, including two weeks outside
  of term time as agreed with line manager.

## 2. General:

- To be willing to undertake regular training and development relating to the role.
- To participate in college line management and appraisal systems.
- To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety, and safeguarding.
- To carry out other tasks, as may be reasonably required by the Assistant Principal Student Services and Communication.
- To carry out other reasonable requests as may be required from time to time by the Principal.