

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.