

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 support.

Responsibilities

1. Main responsibilities:

Bursary and Free College Meals:

- Be the 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 Bursary and Free Meals Policy and 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.
- Assess and record evidence of travel costs and provide support to ensure students access relevant travel discount schemes.

Attendance:

- Respond to requests for exceptional absences on behalf of the Assistant Principal.
- Monitor the attendance of students (priority given to bursary students), making telephone calls to students, parents/carers as required.

Reception and Administration:

- To provide administrative support to the Director of Student Behaviour & Development and Director of Safeguarding & EDI.
- Assist with reception duties, including the authorisation of general absences and providing cover on the reception desk as necessary.
- To undertake first aid training and provide first aid during reception cover.

2. General:

- To be willing to undertake regular training and development relating to the role.
- To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety, and safeguarding.
- To carry out other reasonable requests as may be required from time to time by the Principal.