**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | Admin and Cover Assistant |
| **Accountable to:** | Headteacher’s PA / HR Officer |
| **Line Managed by:** | Headteacher’s PA / HR Officer |
| **Start Date:** |  |
| **Hours:** | 32.5hrs/wk. 39 weeks08.30-15.30Including a 30 min unpaid lunch break |
| **Salary:** | LGPS Grade 6 |

**JOB PURPOSE**

* To support the administrative functions of the school.
* To cover lessons for absent teaching colleagues.

**OBJECTIVES**

* Cover lessons to ensure continuity of learning
* Providing efficient and high quality administrative support for the effective running of the school

**MAIN DUTIES**

* Undertake school administrative tasks as directed by the line manager
* Prepare materials and resources for teachers
* Cover lessons and tutor groups as required
* Undertake student supervisory duties and support Faculty-led learning interventions with students as required
* Assist Heads of Faculty with clerical and administrative duties as directed
* Put up and maintain displays around the school.
* Undertake emergency exam invigilation if required

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: June 2018

Signed :……………………………………….. Date ;……………………………

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation