

Job Description: Cover Co-ordinator

GRADE	F
REPORTS TO:	Senior Deputy Headteacher (SDHT) / HR Director
LINE MANAGES:	Cover supervisors
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • Senior Leadership Team • Heads of Department • Headteacher's PA/HR Coordinator • Teaching Staff • First Aid team
Key purpose of role	To ensure arrangements are in place to cover for staff absence, deploying cover supervisors or supply teachers as appropriate, and monitoring and evaluating the impact of cover. To ensure that those providing cover are sufficiently informed to do so effectively, including providing basic induction information for supply teachers if required.
Main responsibilities	<p>Co-ordinating cover</p> <ul style="list-style-type: none"> • Arrange daily cover for teaching staff using the school's MIS, anticipating pinchpoints, and ensuring that teaching and learning is uninterrupted. All cover arrangements to be completed within shortest possible timescales, to be published by 08.20 daily. • Monitor the reporting systems for absences of teaching staff (in liaison with the main office where recorded on the general telephone system) • Provide staff with updated cover arrangements where emergency cover required during the teaching day, ensuring that all relevant lessons are supervised • Ensure that all staff absences are reported to the HR Coordinator • Monitor all planned absences by way of the calendar / bulletin to ensure cover plans are proactively implemented • Maintain a system to equitably assign cover to Cover Assistants and internal teaching staff • Provide reports on cover allocation to Headteacher / SLT / Governors as required • Provide induction and support for external supply staff (including agency supply) in order to maintain the school's expected standards of cover and student behaviour and liaising with Senior Deputy Headteacher on quality assurance • Be the main point of contact for any problems that occur in relation to cover • Establish, in line with SLT, contingency plans for cover in case of emergencies, including industrial action, adverse weather conditions and transport strikes • Supervise the work of the cover assistants, deploying them to other administrative tasks within the school when not providing cover • Advise the Headteacher / SLT on matters relating to cover arrangements / issues • Liaise with HR Director where agency supply is required • Approve timesheets for supply staff and authorising agency invoices in a timely manner as and when required

- Administer room changes required by planned activities or cover changes, and notify the affected staff
- Co-ordinate with the Exams Office to provide suitable rooming arrangements for the provision of access arrangements
- Liaise with the HR Director on relevant sections of staff handbook / email instructions to staff regarding requests for cover and / or leave of absence policy updates
- Ensure that duty team leaders are aware of staff absence on their duty days

School Calendar and Room Bookings

- Responsible for the continuous updating of the school activities and events (eg trips, parents evenings, assemblies, CPD etc) on the school calendar master document, bulletin (outlook) and website.
- Ensure suitable rooms are booked for all activities and any necessary room changes made to avoid them being double booked.

General administration

- Provide general support with the school's MIS eg for the school census, or for other reports as required by the Senior Leadership Team
- Provide general administrative support in the main school office which may include, but will not be limited to sending Parentmails, assisting with attendance calling, creating relevant documents using Microsoft Office and/or Google packages, scanning / photocopying / filing / shredding
- Exam invigilation where required eg on admissions test days

First Aid

- Complete all First Aid training required by the school including regular updates
- Provide First Aid to students and / or staff as needed on a daily basis
- Keep the Lead First Aider updated on issues arising

Other

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Uphold the school's policy in respect of safeguarding.
- Perform any other duties, as may reasonably be required by the Headteacher, which are considered to be commensurate with the job purpose and grading of the post.

Person Specification

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
Educated to A' Level / NVQ 3 or equivalent qualifications	NVQ 4 or degree level qualification
	First Aid at Work qualification
SKILLS/KNOWLEDGE AND EXPERIENCE	
Demonstrably excellent administrative and office skills	
Excellent knowledge of and experience in using Google and the full range of Microsoft Office tools (Word, Excel, PowerPoint, Outlook)	Effective and efficient in the use of Google docs / Google forms and Google sheets
Significant experience of using a Management Information System (MIS) for a wide range of tasks and activities	Experience of using Bromcom or other School MIS.
Excellent interpersonal skills showing sensitivity and tact in challenging situations	
Competent numeracy skills	
Excellent organisation skills	
Ability to prioritise tasks	
Ability to relate well to students	
Ability to work as part of a team, understanding your own role and responsibilities and those of others	
PERSONAL ATTRIBUTES	
Caring and committed to the needs to young people	
Motivated with the ability to work independently within recognised frameworks	
Resilient with the ability to work and remain calm under pressure	
Flexible approach to working practice in line with the needs of the school and students	
Reliable and punctual	
Pro-active in seeking own learning and development opportunities to enhance role	
SAFEGUARDING	
Understanding of and commitment to the school's policy on Safeguarding Children	Knowledge of up-to-date child protection practice and legislation